

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Partnership Officer (Strategic)	Grade: PO2
Section: Customers and Partnerships	Directorate: Chief Executive's Group
Responsible to following manager: Partnership Manager	Responsible for following staff: Not Applicable
Post Number/s:	Last review date: November 2020

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement (SSA) between Richmond and Wandsworth Councils. The overall purpose of the SSA 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 SSA 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

- Support the Partnership Manager (Strategic) in development and implementation of the two councils' partnership planning arrangements at both operational and strategic levels
- To ensure effective support to partnership arrangements and ensure that their work is integrated with the two council's planning processes

Specific Duties and Responsibilities

- 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 two councils' Corporate Planning processes.

- To facilitate and support strategic events, which will include arranging seminars, board meetings and public events, in consultation with senior officers and councillors.
- To facilitate and support the Wandsworth Multi Faith Forum and the Richmond Interfaith Forum, and related events, taking a steer from community leaders, officers and councillors. To include promotion of the forums and ensuring appropriate representation with these bodies.
- To facilitate and support the Richmond Partnership Executive of senior public service leaders, to include supporting the Partnership Manager with determination of key issues for the Executive to consider. To include facilitation of a high-profile annual conference. Similar duties will also be required for the Executive for Wandsworth Council.
- To develop, implement and monitor the councils' community planning arrangements.
- To develop performance monitoring frameworks for plans and strategies and to monitor and report on their performance.
- To ensure that the councils' 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 Partnership Manager in supporting the Richmond and Wandsworth position within sub-regional partnerings of local authorities, namely South London Partnership and Central London Forward. On occasions, to support supply of information to other governance systems such as London Councils and Greater London Authority.
- To prepare briefing notes on the Richmond and Wandsworth positions for senior officers and councillors attending meetings, which will include negotiating input from directors and chief officers in partnering organisations.
- Maintaining detail of chief officers in key organisation within the boroughs and having a well-developed knowledge of the issues their organisation face and their strategic direction.
- To ensure that the services for both councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both councils.

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

- Attendance at evening meetings and at weekend events will occasionally be required, these may need to be in person, not virtually.
- Post holder will be expected to work flexibly across two locations (Wandsworth and Richmond)
- As at November 2020, the Partnerships Team is working from home, this position will be regularly reviewed. The post holder will need to be able to work remotely from the rest of the team, either from home or within the office, with regular online meetings. The nature of the role necessitates that there will be occasions when the post holder will need to attend the office.

Current Team Structure



Person Specification

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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	
An understanding of the different forms of consultation and participation with the public and other agencies and how these can shape decision-making	A, I
An understanding of the roles within an elected member/officer environment.	A, I, T
An understanding of how decision making is made within a metropolitan local authority and that structure's relationship with non-decision making boards	A,I
An understanding, preferably through practice, of local government commissioning and procurement processes.	A,I

An understanding of the processes of corporate planning within a metropolitan local authority	A,I
An understanding of the relationship between metropolitan local authorities and sub-regional governance bodies	A,I
Experience	
Negotiating, influencing and building constructive relationships with a range of key stakeholders, to include colleagues, community-based organisations, councillors, senior council staff and partner organisations.	A, I
Experience of successfully administering senior level meetings including with external participants	A, I
Experience of successfully managing own workload in an environment where deadlines and priorities frequently change and are often conflicting.	A, I
Experience of successfully working with community-based groups to deliver a project.	A,I
Experience of facilitating successful high-profile public events such as conference and seminars, which have resulted in measurable outcomes	A, I
Understanding and experience of analysing complex information and presenting relevant facts to a local audience.	A,I
Skills	
Ability to work constructively as part of a team	A, I
Ability to organise and prioritise own workload, to work under pressure and respond flexibly to frequently changing needs and priorities.	A, I,T
Competence in the use of Microsoft Word, Excel and the ability to use standard IT packages (Microsoft Office and Outlook)	A
To be able to clearly and concisely write reports, emails, briefs, funding applications and websites, with attention to detail and the ability to review your own copy.	A
An ability to research and develop initiatives and innovative solutions at both strategic and operational levels	A, I
To be able plan your own work to meet priorities, to be able to review your workload and to be able to re-plan your workload as new priorities take precedence.	A, I
Ability to understand and interpret numerical data	A, I
Good oral presentation skills to provide clear and concise messages in a variety of internal and external contexts	A, I,T
To be able to communicate across a variety of digital media	A, I
Ability to prepare presentations, including using Powerpoint and developing high quality visuals for events	A, I
To have a flexible approach to working across differing team and to differing managers	A, I
An ability to analyse large amounts of information and to compose easily understood reports / briefings, presenting findings clearly and succinctly	A, I, T

Qualifications	
Educated to degree level or equivalent demonstrating strong communication, research and writing skills (desirable)	A, C

- A – Application form**
- I – Interview**
- T – Test**
- C - Certificate**