**Job Profile comprising Job Description and**

**Person Specification**

**Job Description**

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| **Job Title:** Strategic Partnerships Manager | **Grade**: PO6  |
| **Section:** Stronger and Safer Communities | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Head of Communities & Partnerships | **Responsible for following staff:**Strategic Partnerships Project Officer |
| **Post Number/s:** | **Last review date:**  |

**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**

* Lead on the development of a structured approach to partnership working with strategic partners, working collaboratively across the Council with the Councils Voluntary Sector Development and Partnership leads, Business Partnership leads as well as engagement leads in Directorates.
* To support the implementation of each Council’s partnership strategy, lead system development and ensure strategies are in place that will build and strengthen cross sector partnerships within each borough.
* Engaging with officers to support their partnership working and securing input from officers for meeting papers and briefings.
* Establish and service a Strategic Partnership for Wandsworth and maintain and develop the Richmond Partnership to meet local priorities in each borough.
* Act as the Council’s link with strategic partners.
* Managing, planning and delivering large-scale partnership events and facilitate events for senior managers and Lead Members to engage with strategic partners and the community.
* Promote and facilitate effective dialogue and communication between the Council and strategic partners

**Specific Duties and Responsibilities**

* To map and categorise the relationships between each Council and strategic partners in line with an agreed segmented approach
* To lead the development and implementation of arrangements for supporting the development of effective cross sector partnerships in accordance with both council’s strategic objectives for its wider partnership working.
* To work with colleagues in the SSA to develop and establish clear account management for each relationship and devise information sharing protocols; this may include establishing a stakeholder relationship management system or similar.
* To research and develop policy options relating to strategic partnerships and to advise and support Members and senior officers, accordingly, including advising on legislative developments, making policy proposals, commenting on reports and attending Member meetings.
* Align the strategic partnership work programme with the Council’s Change programme deliverables and contribute to the shared delivery of the change programme outcomes
* To brief the lead members on issues surrounding strategic partners in both boroughs and to agree and then develop a strategic position. Following through with developing operational work plans.
* To prepare reports to boards and committees in relation to strategic partnerships, challenges and opportunities
* To manage and co-ordinate strategies, policies and initiatives to enhance the ability of strategic partners to collaborate and maximise value and impact for each borough.
* To publish and widely disseminate information about the Councils’ strategic programmes and that of partners.
* To provide specialist advice on strategic partnerships issues in the two Boroughs to colleagues across the organisation.
* To ensure business and budget plans are produced for all functions within the service and ensure they are effectively managed within the approved budgets.
* 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.
* To provide effective management of the team, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
* To work in partnership with colleagues across the wider Stronger and Safer Communities team. To share good practice and ideas across the department and at times to offer and request direct support across the two boroughs’ resources.
* To oversee the smooth co-ordination and organization of any partnership meetings, including identifying venues, preparation of agendas and papers, noting minutes and actions and engaging with participants before and after the meeting.

**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**

* Manages a Strategic Partnerships budget in each borough.
* Attends evening 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. This role cannot be solely home based.

**Team Structure (proposed)**

**Person Specification**

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| --- | --- |
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| **Section:** Stronger and Safer Communities | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Head of Communities & Partnerships | **Responsible for following staff:**Events Partnerships OfficerVoluntary Sector Partnership Officers (x2) |
| **Post Number/s:** | **Last review date:**  |

**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** |
| Multiple partner and stakeholder management supporting organisational goals  | **X** |  | A & I |
| Working in a political or public sector environment | **X** |  | A |
| Experience of managing and delivering complex public facing events  | **X** |  | A & I  |
| Experience of managing small numbers of staff, with positive outcomes |  | **X** | A |
| Proven experience of managing budgets  |  | **X** | A |
| Experience of successfully managing own workload and that of others in an environment 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 commissioning services |  | **X** | A |
| Experience of writing complex reports |  | **X** | A |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| 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 |
| Organising and delivering large scale partnership and engagement events | **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**