**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Business Partnership Officer | **Grade**: PO3 |
| **Section:** Economic Development | **Directorate:** Chief Executive’s Group  |
| **Responsible to following manager:**Head of Economic Development | **Responsible for following staff:** |
| **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**

* Develop a structured approach to partnership working with business and help identify areas where business engagement can help support borough and council priorities
* Work with other officers to situate the Business Partnership work within a wider corporate approach
* Enable more effective sharing of information and insight resulting from business engagement across the organisation, allowing this to support wider strategic goals

**Specific Duties and Responsibilities**

1. To map and categorise the relationships between each Council and businesses or business representative organisations in line with an agreed segmented approach
2. To develop and implement a structured, consistent and codified approach to business partnership and engagement that supports effective relationships and allows both councils and the SSA to understand the opportunities from working with business.
3. 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.
4. To support business partnership working by attending meetings, supporting colleagues in managing relationships with business and, where appropriate, acting as the either/both the lead account manager and/or day-to-day contact with particular partners.
5. To contribute to the SSA’s wider strategic partnership working, contributing to the work of the Strategic Partnerships team and the Partnership and Community Capacity Corporate Workstream.
6. To promote Business Partnership work across the SSA and amongst both councils, identifying opportunities to contribute towards corporate plan policies, service development and efficiencies.
7. To contribute to relevant corporate workstreams through written reports and briefings, attendance at meetings, etc.
8. To establish and manage collective meetings of business partners, potentially in the form of a formal Business Partnership or Forum in either or both boroughs. To work with officers and members to define appropriate arrangements and to take forward.
9. To ensure 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**

* The post holder may be required to work in the evening and at weekends.

**Current team structure**

**Person Specification**

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| --- | --- |
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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.

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| **Person Specification Requirements**   | **Assessed by** **A** **&** **I/ T/ C (see below for explanation)**  |
| **Knowledge**  |
| Knowledge of partnership working and stakeholder management, particularly with respect to businesses | A / I  |
| Knowledge of stakeholder mapping and relationship management tools, for example CRMs | A / I /T |
| Knowledge of local government policy and practice, especially in areas relevant to Richmond and Wandsworth | A / I  |
| Knowledge of the business operating environment, ideally in different sized organisations | A / I  |
| **Experience**  |
| Working with businesses or within a business environment |
| Multiple partner and stakeholder management supporting organisational goals | A / I /T |
| Operating in a political or public sector environment   | A / I /T |
| Supporting and participating in multi-partner meetings and events  | A / I  |
| **Skills**  |
| Excellent relationship management, negotiation and persuasion skills | A / I  |
| Excellent written and verbal communication skills  | A / I /T |
| Strong organisational skills, including managing multiple information sources   | A / I /T |
| Good team working and collaboration skills, especially in a change environment | A / I  |
| **Qualifications**  |
|   | C  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**