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

**Job Description**

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| **Job Title:** Head of Communities and StrategicPartnerships  | **Grade:**MG2 |
| **Section:** Stronger and Safer Communities  | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Head of Stronger and Safer Communities | **Responsible for following staff:**Voluntary Sector partnership ManagerWandsworth Voluntary Sector Development ManagerCommunity Engagement ManagerPartnership Officer Strategic Strategic Project Officer |
| **Post Number/s:** RWC0210 | **Last review date:** January 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.

**1. Job Purpose**

1.2 The post holder will lead the Council’s corporate approach to developing stronger and effective partnerships with communities and the voluntary sector, supporting the organisational priorities for the borough, and the post Covid and Cost of living crisis recovery journey.

1.3 The role will also manage a team that delivers community outreach, engagement, and voluntary sector grant management (including NCIL), with a strong focus on problem solving by convening the right people from across organisations and the community to delivering community solutions and build resilience in the sector.

1.5 The role will ensure that each council has strong and collaborative strategic partnership and stakeholder management arrangements that are focussed on improving outcomes for residents in the borough and align around mutually agreed borough and community objectives.

1.6 The post holder will provide specialist advice and support on all areas of community and partnerships to senior officers and elected members.

**2. Specific Duties and Responsibilities**

2.1 To lead on the management and development of both council’s strategic partnerships and ensuring there are effective strategic stakeholder management processes in place, and that we have a shared and articulated understanding of the needs, challenges and opportunities facing the boroughs.

2.1 Develop and maintain efficient, transparent, and engaging small grant programmes that facilitate community capacity and support the wider aims of the councils, including the administering NCIL.

2.2 Introducing best practice methods to the development partnerships, considering emerging national trends, Central Government guidance, specialist advice and from stakeholder and resident consultation.

2.3 To deliver high-profile ‘partnership conferences’ that involve the Leader, senior officers, including key strategic partners. Ensuring that the subject matter is reflective of Member and stakeholder needs and that there is appropriate engagement with wider stakeholders and the public. To also identify and assess future partnership working opportunities.

2.4 To be responsible for the development, agreement, implementation, monitoring, and review of the Councils’ strategic partnership plans, as required.

2.5 To develop proposals for collaboration across council departments and external partners from the public, private and third sectors to improve productivity, efficiency, and secure improved outcomes for residents and engagement with the voluntary sector.

2.6 To provide effective management of the Community and Partnerships Team, including recruitment, training, attendance, sickness, development, team and individual work planning with appropriate application of policies and codes of practice on all staffing matters and financial management.

2.7 Ensuring both councils have up to date understanding of the community sector’s resilience, for example food, energy, and other needs, and make recommendations to senior officers and lead members to help address challenges, keeping abreast of related funding and support opportunities.

2.8 To represent the Chief Executive’s Group and specifically Strategic Partnerships, Voluntary Sector and Community Engagement issues at both boroughs’ Health and Wellbeing Board. To lead on maintaining Richmond’s involvement on twinning

2.9 To review practice and progression across the thematic partnership boards in both boroughs, including Health and Wellbeing Boards, Community Safety Partnerships, and safeguarding boards. Working directly with the Chairs of Boards and other lead Members and senior officers to develop cross partnership working methods and reviewing governance relationships with Committees.

2.10 To act as lead commissioner for ensuring both boroughs have high performing and value for money advice services, as well as any VCS infrastructure (CVS) services that each borough may seek to commission.

2.11 Lead the sourcing and communication of external funding opportunities. Work across departments and with partners to develop combined bids for funds.

2.12 To lead on ad-hoc work as identified by the Head of Stronger and Safer Communities which can also include representing him/her at senior level, sub-regional and board meetings and also to bodies including the GLA and London Councils, as well as preparing relevant briefings.

**3. Generic Duties and Responsibilities**

3.1 To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.

3.2 To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, health and safety and financial management.

3.3 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.

3.4 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.

3.5 To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.

3.6 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.

**4. Additional Information**

4.1 Frequent attendance at evening (committee, engagement events etc) and some weekend meetings may be required.

4.2 Post holder will be expected to work flexibly across two locations (Wandsworth and Richmond) to manage staffing teams across both sites. Occasionally will be required to work from other Council sites in Southwest or Central London.

4.3 We encourage agile and flexible working but the nature of the role with a community focus will require a high degree of onsite working and flexibility to ensure appropriate visibility.

**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, 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** | **Essential** | **Desirable** | **Assessed** |
| Knowledge of the wider context within which local government operates. | **x** |  | A/I |
| Knowledge of the project management methodology and good practice. |  | **x** | A/I |
| Knowledge of the community and voluntary sector partnerships, statutory partnerships specifically arrangements, environment, wider policy and good practice.  | **x** |  | A/I |
| Knowledge of the decision-making practice and governance for local authority/government.  | **x** |  | A |
| Knowledge around various communication, consultative and engagement methods, event management, health and safety, safeguarding, licensing. | **x** |  | A |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Working in a highly political environment  | **x** |  | A/I |
| Proven experience of working successfully in a partnership and community problem solving role in a local authority or similar organisation.  | **x** |  | A/I |
| Significant track record of successfully leading and managing teams (including) cross-Departmental teams to deliver specific projects or work areas to time and budget. | **x** |  | A |
| Leading strategic partnership work - working collaboratively with senior officers, stakeholders (particularly the VCS), and elected members. | **x** |  | A/I |
| Experience of developing papers for differing audiences including governance reports, funding bids and community facing materials. | **x** |  | **A** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| The ability to work collaboratively with Members and officers across the organisations at all levels to agree, develop and implement policy, strategy, procedures, and individual projects.  | **x** |  | A/I |
| Negotiating and influencing skills and the ability to build constructive relationships with key stakeholders especially in the voluntary sector. | **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 |
| The ability to manage budgets, lead on commissioning of services and managing contracted services.  | **x** |  | A |
| Ability to communicate effectively orally, in writing and using visual and other techniques to present findings in an engaging and effective way. | **x** |  | A/I |
| Ability to use initiative to problem solve complex situations.  | **x** |  | A |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Degree level or equivalent |  | **x** | A |

**A – Application Form**

**I – Interview**

**T – Test**

**C – Certificate**

**January 2023**