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

**Job Description**

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| **Job Title:** Director of South London Partnership | **Grade**: MG4 |
| **Section:** South London Partnership | **Directorate:** Chief Executive (Richmond and Wandsworth Councils) |
| **Responsible to following manager:**   * Line Management – Assistant Chief Executive (Richmond and Wandsworth Councils) * SLP (strategic and operational direction) – Lead SLP Chief Executive | **Responsible for following staff:**   * Health and Care Programme Manager * Head of Economy, Skills and Employment * Head of Knowledge Exchange and Partnerships * SLP Senior Digital Infrastructure Enabler * Green New Deal Programme Manager   Total staff in SLP: 26fte. Majority working on specific funded programmes.  Current budget for funded programmes: £30 m |
| **Post Number:** **R3017353** | **Last review date:** 21/06/2022 |

**South London Partnership**

The South London Partnership (SLP) is a cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton. It has a core team working closely with Leaders, Cabinet Members, Chief Executives, senior managers and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including, health, economy, skills, digital, transport and climate change.

The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need.

By working together and with partners SLP champions and seeks to build on the many strengths of South London as a place for people to live, work and thrive.

**Job Purpose**

To work closely with the Leaders and Chief Executives of the councils comprising the South London Partnership to identify areas for sub-regional collaboration and working in collaboration with the councils develop and deliver programmes which improve outcomes for residents and businesses across South London. Areas of sub-regional collaboration include health, economy and skills, innovation, digital inclusion, transport and climate change.

To provide strategic leadership and policy support to the South London Partnership and lead a core team who engage and collaborate with colleagues in councils and partner organisations, such as universities, colleges, the ICS, the GLA and London Councils, to identify opportunities to improve outcomes for South London. This includes ensuring;

* That South London accesses funding to pilot new approaches and deliver programmes which benefit residents and businesses;
* That South London receives a fair funding allocation and that the unique nature of South London and its different boroughs is not lost in high level analysis or interpretation of data;
* That all programmes deliver consistently for all boroughs and achieve agreed outcomes;
* That engagement on a sub-regional level on areas of collaboration, such as health, is co-ordinated and reflects the key needs of all boroughs’ residents and businesses; and
* That South London has a recognised USP and profile across London and nationally that attracts investment.

**Specific Duties and Responsibilities**

1. To engage with SLP Leaders and Chief Executives to agree areas of sub-regional collaboration and ensure that SLP delivers improved outcomes for South London.
2. To deliver SLP’s strategic objectives and agreed plans including the Economic Recovery Plan.
3. To manage a core team leading on a wide range of policy areas, such as health, economy and skills, to deliver improved outcomes for residents and businesses.
4. To engage with officers across SLP councils to ensure all boroughs participate and benefit from SLP hosted programmes
5. To represent the interests of SLP with external partners including engagement with Government Departments, the Mayor of London/GLA, London Councils, other London boroughs, think tanks and other research bodies, business groups and civil society.
6. To support SLP with its lobbying activities, representing SLP with credibility and ensuring

its collective voice is heard by key influencers and Government.

1. Provide strategic and administrative leadership to SLP including finances and budget, and business planning.

**Planning, Monitoring and Reporting**

1. Lead the development of implementation and work plans for SLP with a specific focus on improving outcomes for residents and businesses in South London and ensuring South London has an effective profile in London and nationally.
2. Ensure that programmes of work on skills, employment, productivity, innovation, digital, transport and climate change are co-ordinated and deliver effectively
3. Ensure that South London’s engagement with the ICS is co-ordinated, effectively supported and leads to positive outcomes for residents in South London
4. Identify areas of potential collaboration between boroughs and develop programmes which support positive impact in these areas.
5. Ensure effective secretariat support to the SLP Leaders’ Meeting and SLP Chief Executive and other SLP meetings, including Growth Directors, DASS and DPH, including oversight and production of briefing and policy papers as appropriate.

**Funding**

1. To ensure value for money and effective management of SLP’s finances and effective reporting of expenditure.
2. To identify and secure sources of external funding from the public, private and not-for-profit sectors to support the delivery of SLP’s strategic objectives as / if needed, in accordance with the wishes of the SLP Leaders and Chief Executives.
3. To ensure that all funding agreements are adhered to and financial risks to SLP members are minimised and mitigated.
4. To ensure all programmes deliver improved outcomes to all SLP boroughs

**Management**

1. To lead and manage the SLP team, ensuring a culture of high performance, inclusion and

responsiveness to members’ needs are embedded in the work of the team.

1. To manage relationships with and input from SLP councils, political stakeholders, other agencies and potential partners (including the private sector) who will lead areas of work, provide expertise and technical support, host meetings etc on relevant subject areas.

**Person Specification**

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ C (see below for explanation)** |
| **Knowledge** | |
| In-depth understanding of the complexities of local government, including decision making and place leadership. | A & I |
| Understanding of the context within which South London Partnership operates, including the local, London and national context and challenges for the next 5 years. | A & I |
| **Experience** | |
| Experienced manager with a track record in managing and developing high performing teams comprising of a wide range of specialisms/policy remits. | A & I |
| Experience of working with multiple external stakeholders to deliver successful projects | A & I |
| Experience of working in or closely with local authorities | A & I |
| Experience of working in a diverse political environment, including close working with senior elected members | A & I |
| Proven track record of successfully managing the development and delivery of complex programmes/projects involving multiple stakeholders with a range of priorities. | A & I |
| Experience of successfully working with public and private sector bodies to  achieve economic growth and improved outcomes for residents and businesses | A & I |
| Experience of managing project teams with membership from across different types of organisations and partnerships | A & I |
| Experience of managing complex budgets and a range of sources of incomes effectively, including project specific grants | A & I |
| Experience of working across multiple policy areas, including economy and skills or health | A & I |
| **Skills** | |
| Ability to work at pace and independently to deliver agreed outcomes | A & I |
| Ability to work in a fast-changing and highly demanding environment and respond effectively to external developments and quickly become a subject expert in new areas of policy. | A & I |
| Ability to build, promote and maintain collaborative working relationships, especially at a senior level | A & I |
| Strong negotiation skills | A & I |
| Effective networking and stakeholder engagement skills | A & I |
| Effective communication skills, including the ability to present complex information clearly to both specialist and non-specialist audiences | A & I |
| **Qualifications** | |
| Educated to degree level or equivalent relevant professional qualification | C |

**A – Application form / CV**

**I – Interview**

**C – Certificate**

. **Working for the Richmond/Wandsworth Shared Staffing Arrangement**

South London Partnership’s core staff team is hosted by Richmond Council.

This role, like all members of the SLP core team, is therefore 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.