

JOB DESCRIPTION

POST TITLE: Partnership & Projects Officer

GRADE: 8

DIVISION / UNIT: Policy, Partnerships & Performance

DEPARTMENT: Strategy & Communities

REPORTS TO: Strategic Partnerships & Engagement Manager

PURPOSE OF THE JOB

- To assist with building strategic partner relationships and planning, in particular, the Anchor Network, through the development of a coherent partnership framework.
- To deliver research projects and events, to share insights and enable a collective vision and partnership response to challenges and opportunities facing Southwark.
- To assist with galvanising partners' commitments to delivery against shared goals.

PRINCIPAL ACCOUNTABILITIES

1. Assist work across council services to build coalitions and activities that mobilise internal and strategic partners to support the development, adoption, socialisation and delivery of Southwark 2030, policy, concrete commitments and action plan.
2. Support impactful strategic partnership networks and relationships, primarily for the Anchor Network, with a view to identifying opportunities for the council to deliver on its strategic priorities.
3. Assist development of a coherent strategic partnership framework that aligns with Southwark's vision.
4. Facilitate engagement initiatives that visibly championing and encouraging support to collaborative partnership working, such as planning and organising high profile events.
5. Coordinate bids to help the council increase external funding into the borough in support of the key commitments agreed by the strategic partnership.
6. Support or manage cross-cutting partnership projects in relations to the Anchor Network, when the council is the lead accountable partner, as required.
7. Support cross-cutting strategies that significantly impact residents' lives and ensuring these are aligned with the council plan.
8. Identify, strengthen and activate partnerships that achieve positive outcomes for residents.
9. Help to maintain a strong external profile as an ambassador for the council
10. Ensure that strategic partners have an efficient, one council experience of London Borough of Southwark

JOB CONTEXT / REPORTING

The Policy, Partnerships and Performance service brings together the teams which drives and promote coherent corporate strategy, policy and plan development aligned to council priorities, business intelligence and performance data that enables transparency and continuous improvements through building of evidence-base and external lens, and strategic partnerships management that co-ordinates, aligns and embeds Southwark's strong organisational, place and political leadership through common partnership goals.

The Strategic Partnerships and Engagement team forges alliances to enable joined-up strategic partner relationships, in particular, the Anchor Network, through the development of a framework of Southwark's dynamic partnership networks. They will act as a conduit that share insights and strategic recommendations from collaborative working to enable a collective response to the challenges and opportunities facing Southwark. They galvanise relationships towards delivery and the investing of collective resources towards shared priority outcomes.

Reporting: N/A

Financial responsibilities: N/A

GRADE/CONDITIONS OF SERVICE

Grade: 8

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

Must be able and willing to work outside normal office hours as required, such as evening meetings, but this will be subject to agreement, where possible.

This post is politically restricted under the Local Government and Housing Act 1989.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
Educated to degree level or equivalent standard in politics, sociology or economic related fields	E	S
Qualification in relevant area or working towards it or demonstrable appropriate experience, e.g. project management	E	S
Knowledge of major factors, influences and legislation facing local government	E	I
Understanding of the public policy context in which the council operates	E	I
Experience:		
Experience in developing successful partnerships that have secured commitment to change strategy, policy, and/or funding.	E	S/I
Experience of sharing information and guidance to senior managers, members and other stakeholders on high profile issues.	E	I
Experience of providing high quality advice to support critical strategic decision making by members and senior officers	E	I
Experience of prioritisation, planning and delivery of work projects	E	S/I
Aptitudes, Skills & Competencies:		
Planning and organising events	E	S/I
Ability to manage projects from inception to completion	E	S/I
Developed written and oral communication skills, including the ability to present ideas in a clear and comprehensible way	E	S/I
Demonstrable ability to advocate confidently on issues with stakeholders.	E	I
Experience of working collaboratively across service areas and disciplines to produce positive outcomes	E	I
Sound political awareness and sensitivity to develop relationships with members, senior officers, key stakeholders and staff.	E	I
Able to build strong relationships with services, partners and citizens to engage & influence them to support and drive participative policy making	E	I
Embed a culture focused on residents, ensuring staff & partners, keep the needs of residents at the forefront of everything they do and role modelling this yourself.	E	I

Ability to create new ways of collaborative working, drawing new insights to re-define how things are done, provide clarity and focus.	E	I
Ability to adapt and respond to unexpected situations flexibly, mobilise people to create & test ideas, learn quickly what works to improve and try again.	E	I
Special Conditions of Recruitment:		
Comply with and promote the Council's Equal opportunities policy.		

Key:

E	Essential	S	Shortlisting criteria
		I	Evaluated at interview
		T	Subject to test