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| **1** | **POST TITLE:** | Partnership Assistant |  |
| **2** | **POST NUMBER:** | PPP10 |  |
| **3** | **GRADE:** | Grade 5  Job Evaluation Ref No:N8208 |  |
| **4** | **LOCATION:** | Your normal place of work will be County Hall. However; you may be required to work at any council workplace within County Durham. |  |

**5 RELEVANT TO THIS POST:**

5.1 **Flexible Working**

Subject to service needs the council’s flexible working policy is applicable to this post.

5.2 **Disclosure & Barring Service**

Not applicable

**6 ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Senior Partnerships Officer within the Policy, Planning and Partnership Team.

**7 DESCRIPTION OF ROLE:**

To provide an administrative function to support a number of strategic partnerships.

**8 DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

8.1 Listed below are the responsibilities this role will be primarily responsible for:

* Support and assist the review and production, printing and distribution of partnership strategies and plans.
* Maintain key stakeholder lists for communicating with partners and distributing partnership plans.
* Arrange partnership board meetings.
* Organise stakeholder events including booking of the venue, completion of relevant documentation and arranging invitations.
* Carry out evaluations of events and analyse key findings.
* Organise travel arrangements for external courses and conferences.
* To input information, carry out analysis, produce reports, provide statistical information and maintain and develop databases.
* To undertake research to support strategic partnership boards.
* To assist in presentations and reports linked to the partnership functions of the team.
* To co-ordinate flows of information and communication between partnership boards and sub-groups.
* Commitment to professional development.
* To assist any other tasks required by the Strategic Manager - Policy, Planning and Partnerships.

8.2 The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

**9 COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organization, we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

        These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification – Partnership Assistant – Grade 5

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * BTEC National in Public Administration or NVQ3 Business Administration or equivalent. |  | * Application form * Selection Process * Pre-employment checks |
| **Experience** | * Experience in an administrative/clerical setting. * Experience in the use of Microsoft Word, Powerpoint and Excel. * Experience of arranging multi-agency meetings. * Managing own workload. | * Use of Visio or other flow-charting software. * Carrying out research | * Application form * Selection Process * Pre-employment checks |
| **Skills / Knowledge** | * Effective verbal communication and office management skills. * Ability to prioritise workload and meet deadlines. * High level of attention to detail. * Commitment to continuous professional development. * Information handling * Literacy * Accuracy | * Knowledge of the use of databases * Knowledge of the functions of the Children and Adults Service | * Application form * Selection Process * Pre-employment checks |
| **Personal Qualities** | * Team worker. * Good communicator. * Flexible attitude to work. * Approachable. * Problem solving. * Ability to use initiative |  | * Application form * Selection Process * Pre-employment checks |