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|  | **POST TITLE:** | Partnerships Support Officer |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | Grade 9  Job Evaluation Ref No: N9907 |
|  | **LOCATION:** | Your normal place of work will be County Hall. However; you may be required to work at any council workplace within County Durham. |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure & Barring Service:** Not applicable

1. **ORGANISATIONAL RELATIONSHIPS:**

The postholders will be accountable to the Partnerships Team Manager in the Partnerships Team and the Consultation and Engagement Team Leader in the Partnerships and Consultation Team.

1. **DESCRIPTION OF ROLE:**

To provide partnerships support for the Partnerships Team and provide advice to partners on key pieces of work being undertaken in relation to the County Durham Partnership, Thematic Partnerships. The post will also support the Asset/Service Transfer Programme.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

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

**Asset/Service Transfer**

* To support community building management committees and other community groups to access funding and build capacity.
* To support groups moving through the asset transfer process including funding, leases, and identifying training and support needs.
* To liaise with voluntary sector organisations to offer joined up support to groups within the community.
* To work with management committees of community buildings and those on Full Repair and Insurance leases, to ensure conditions continue to be met and any support needs are identified.
* To liaise with partners and responding to requests for information (partners include public, private and voluntary sector at all levels and community representatives).
* Development and maintenance of administrative systems
* Assisting senior officers in making decision in relation to asset/service transfer.
* To ensure an exit strategy is developed with community groups to work towards providing a sustainable service.

**Partnership Support**

* To support the development and review of partnership strategies and plans
* To assist in the development of case study material, publicity and press releases and the sharing of good practice.
* Developing and maintaining a comprehensive library of reference material
* Supporting partners in the development and modification of key projects and services so as to support the delivery of agreed outcomes.
* To produce reports, briefing materials, presentations and documentation on key issues and topics to a range of audiences including elected members.
* To represent the Team at inter-agency meetings as required.
* To ensure that partnership plans and strategies meet legal responsibilities or government/local guidance, as appropriate.
* To support the development of policies and procedures arising from national, regional and local policy.
* To assist with the analysis of partnership planning requirements and developmental work in relation to partnership plans,
* To liaise with corporate colleagues and partners to develop communication plans related to the work of the strategic partnerships.
* To liaise with Performance colleagues to ensure appropriate performance management arrangements are in place for partnership strategies, plans and action plans.
* To contribute to the development of action plans, ensuring they are specific, measureable, achievable, realistic, and time bound.
* To support consultation and engagement activities to ensure that the views of children and adults are incorporated into partnership activities.
* To provide advice and guidance to managers and staff in relation to partnership arrangements and initiatives.
* To liaise with partners to contribute to the work relating to the wider determinants of health as a cross cutting theme across the partnership.
* Dealing with invoices received, including checking and arranging payment
* Assisting in the effective collection, collation and distribution of financial and output monitoring information
* To assist in other tasks as required by the Strategic Manager - Partnerships.
* Commitment to continuous professional development.

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.

1. **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.

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**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related 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**

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.

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 Support Officer (Grade 9)

|  | **Essential** | **Desirable** | **Method of Assessment** |
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| **Qualification** | NVQ Level 4 or equivalent in Business Administration or relevant subject area |  | Application form  Selection process  Pre-employment checks |
| **Experience** | Working to deadlines.  Use of variety of presentational/analytical software.  Analysing trends/patterns of information.  Working in an inter-agency setting. | Project management experience  Asset transfer or service transfer | Application form  Selection process  Pre-employment checks |
| **Skills / Knowledge** | Undertaking research projects  Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing, with a wide range of people from different backgrounds  Good knowledge of local government  Ability to compile and produce information material such as newsletters  Analytical approach to problem solving.  Effective verbal and written communication skills.  Ability to network and build effective working relationships.  Numeracy  Ability to relate to and communicate with technical and non-technical staff.  Motivate other team members.  Report writing.  Data protection/confidentiality issues.  Appreciation of the value of management information.  Work to tight deadlines.  Ability to organise and prioritise work.  Commitment to continuous professional development.  Understanding the needs of others.  Active interest in systems and new services.  Awareness of the partnerships Policy agenda.  Knowledge of and competency in a broad spectrum of IT systems | Presenting material using PowerPoint  Project management  Work with the voluntary and community sector  Experience of working with elected Members and the voluntary and community sector | Application form  Selection process  Pre-employment checks |
| **Personal Qualities** | Flexible approach to work.  Team player. |  | Application form  Selection process  Pre-employment checks |