

**SERVICE:** Partnerships and Community Engagement

**SERVICE GROUPING:** Transformation & Partnerships

1. **POST TITLE:** Partnerships Team Leader

2. **POST NUMBER:**

3. **GRADE:** Grade 12

Job Evaluation Ref No: N9903

4. **LOCATION:** Your normal place of work will be County Hall, Durham.  
However, you may be required to work at any council workplace within County Durham

5. **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

6. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Partnerships Manager and will be required to supervise staff.

7. **DESCRIPTION OF ROLE:**

To research, develop and implement strategies and plans and to lead on areas of work for the Thematic Partnerships including consultation, engagement and project management. To lead on forward planning arrangements for Partnerships Boards, liaising with chief officers and senior managers from a number of different agencies. In delivering this role you will work with partners to take on board new legislation and policy developments, develop effective delivery plans, monitor achievements, attract funding and manage and address risk. Management of staff and budgets are included in this role.

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

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

- To support the Partnerships Manager to develop and review Thematic Partnership Plans, for example, the Joint Health and Wellbeing Strategy, Safe Durham Partnership Plan and Environment Strategy.
- To ensure that inter-agency strategies and plans are consistently aligned to the Integrated Needs Assessment and are evidence based.
- To carry out benchmarking activities in relation to partnership activities and present the findings.
- To ensure that the views of children and adults are incorporated into partnership activities and develop ways of collecting this information through consultation and engagement.
- To plan and facilitate events for partners and members of the public.
- To develop and provide formal presentations to partnership boards and overview and scrutiny committees.
- To advise managers, staff, partners and stakeholders in relation to partnership activities.
- To coordinate contributions to overarching strategic documents including the Sustainable Community Strategy.
- To carry out research initiatives including feasibility studies into new and existing partnership activities and to project manage the delivery of projects.

- To work with partner agencies and elected members in the development of partnership activities.
- To lead on any consultation events and processes to ensure internal and external stakeholder engagement so that the work of the Partnerships Team is fully and effectively consulted upon.
- To lead the implementation of key partnership activities including project management responsibilities.
- To develop forward plans for partnership boards.
- To understand legislative requirements in relation to partnerships.
- To provide training to front line staff in relation to partnership statutory responsibilities eg in relation to Prevent.
- To promote partnership working to achieve shared priorities.
- To ensure an effective feedback loop from Area Action Partnership (AAP) to Thematic Partnerships and the County Durham Partnership.
- To work with partners to review and evaluate the effectiveness of partnership working and help to develop improvements.
- To support the work of the Thematic Groups and AAPs to achieve the objectives of the Strategic Partnerships.
- To ensure that cross-cutting issues are addressed effectively and that appropriate links are made between partnerships to achieve these.
- To manage, motivate and mentor staff promoting a culture of quality, creativity and partnership.
- To manage the partnerships website ensuring to remains relevant and fit for purpose.
- Management and appraisal of staff.
- To manage a budget for engagement and partnership activities.
- Commitment to continuous professional development
- To assist in any other tasks as required by the Strategic Manager – Partnerships.

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.

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### 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**

As an organisation 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 are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

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.

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## Partnerships Team Leader (Grade 12)

	Essential	Desirable	Method of Assessment
Qualification	<ul style="list-style-type: none"><li>Educated to degree level or equivalent</li></ul>		<ul style="list-style-type: none"><li>Application form</li><li>Selection Process</li><li>Pre-employment checks</li></ul>
Experience	<ul style="list-style-type: none"><li>Experience of working in partnership at a strategic level to achieve tangible results</li><li>Experience of working with a range of statutory, voluntary and community organisations, including elected Members</li><li>Experience of leading a team and directly managing staff</li><li>Experience of negotiating with, influencing and advising senior officers and politicians in a local government context</li><li>Experience of helping partners to identify and agree common goals and put in place shared improvement plans</li><li>Experience of developing effective plans which influence use of resources</li><li>Experience of developing targets and outcome measures and of monitoring the effectiveness of plan implementation against agreed measures</li><li>Experience of developing delivery plans</li><li>Experience of working with regional partners</li></ul>	<ul style="list-style-type: none"><li>Experience of 'listening and responsive' working with local people and community stakeholders to identify improvement priorities and agree plans to achieve them</li><li>Experience of performance management systems</li><li>Experience of risk management</li><li>Experience of website management</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Selection Process</li><li>Pre-employment checks</li></ul>

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Skills/knowledge	<ul style="list-style-type: none"><li>• Ability to communicate effectively in a diplomatic, persuasive and influential manner, negotiate with and gaining commitment from others at strategic level</li><li>• Able to establish performance monitoring arrangements and to draw logical conclusions through analysis of complex sets of data and statistics</li><li>• Knowledge and understanding of the roles and responsibilities of strategic partnerships</li><li>• Programme and project planning and management skills</li><li>• Performance management skills</li><li>• Negotiating, influencing and group facilitation skills</li><li>• Understanding and implementation of legislation in relation to partnership boards and activities.</li><li>• Excellent written and communication skills</li><li>• Excellent presentation skills</li><li>• Able to use IT eg Microsoft Office</li><li>• Able to work with a wide range of partners and agendas</li><li>• Able to constructively challenge stakeholders at all levels and balance competing interests</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and understanding of the County Durham Partnership's priorities</li><li>• Knowledge of the key challenges facing local government</li><li>• Knowledge of performance management frameworks in a partnership and local government context</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Selection Process</li><li>• Pre-employment checks</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Able to relate well and quickly to officers and Members of the County Council and senior staff from other organisations</li><li>• Able to work under pressure to deadlines</li><li>• Confident and enthusiastic approach to work</li><li>• Flexible approach to work</li><li>• Committed to the principles of equality and diversity</li><li>• Self-motivated with the capacity to drive things forward</li><li>• Commitment to the ethos of customer focused service improvements</li><li>• Able to develop and motivate teams</li><li>▪ Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).</li></ul>		<ul style="list-style-type: none"><li>• Application form</li><li>• Selection Process</li><li>• Pre-employment checks</li></ul>

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