Job Description

Post Title	International Partnerships Executive
Job Evaluation	N12175
Grade	9
Service	Regeneration, Economy & Growth
Service Area	Culture, Sport & Tourism – Visit County Durham
Reporting to	Managing Director
Location	Your normal place of work will be Corten House, Aykley Heads, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post **is not** subject to a disclosure.
Flexitime	This post **is** eligible for flexitime
Politically restricted	This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State

Description of role

To work with the strategic manager tourism and visitor economy and Head of Culture Sport & Tourism to develop and manage internal and external international partnerships and connections that contribute to and increase the regional, national, and international profile of the county and visitor economy, culture and creative sectors in the county.

To develop and implement policies and plans and to lead on areas of work for International including partner liaison, consultation, engagement, and project management. To lead on forward planning arrangements for strategic programmes, liaising with members and senior colleagues internally and externally. In delivering this role you will work with partners to maximise new opportunities and policy developments, develop delivery plans, monitor achievements, identify funding, and manage and address risk. Monitoring and Management of budgets will be part of this role.

This is a busy and varied role, key in facilitating partnerships across multiple dimensions of international engagement, such as providing qualitative insights and data analysis to interpret and evaluate opportunities, coordinating high-level visits and delegations, developing agreements, monitoring outputs and impact, and showcasing activities on the website and in marcomms channels and collateral.

The role includes proactively brokering partnerships and developing frameworks within which relevant organisations can collaborate, access resources, and achieve improved outcomes in international reach and influence. The postholder will be responsible for representing and coordinating the county's presence at international forums, meetings, exhibitions and trade shows to grow the capacity of our international reach and influence.

Duties and Responsibilities

- To support the development of an international strategy managing the implementation of associated action plan/s, identifying risks and opportunities, appropriate partners and resources.
- Deliver profile, reputation and insight for County Durham through a programme of strategic exchange with official visitor economy, culture and creative bodies, networks and institutions across the globe.
- Represent Durham at national and international events, conferences and trade shows.
- Proactively forge links and cultivate strong relationships with partners, businesses, government agencies, and other stakeholders to garner support for strategy objectives.
- To act as the key strategic link between members and international tourism, culture, heritage and business services.
- To act as the key strategic link between internal and external stakeholders and international tourism, culture, heritage and business services.
- To research and analyse the current policy context for the relevant service area and make recommendations for activity or response, including developing new policy where appropriate.
- To ensure strategies and plans are consistently aligned.
- Develop and maintain relationships with a network of partners and key stakeholder contacts in the wider visitor economy, cultural and creative sectors to ensure that international plans are clearly communicated and are cognisant of wider activity and ambition in the county and across the region. And to identify and build opportunities for partnership activity.
- Collaborate with local organisations and institutions to ensure that the programme meets the needs and interests of diverse communities.
- To organise high-profile incoming and outgoing visits linked to the development and maintenance of international partnerships, profile and reputation of the county.
- Develop and maintain a database of County Durham partners in the private, public and third sectors involved in international activity, development and partnerships.
- To monitor, review and report the performance and value of international partnerships against agreed metrics and KPIs, ensuring that accurate records of partnership activity and agreements are maintained.
- Support the development of a coherent communication plan for internal and external audiences which promotes and showcases the county's international partnerships, collaborations and engagement activities.
- To ensure that the service within the scope of responsibility is operated with due regard to all relevant legislation, operating guidance and best practice.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity
To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality
To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change
To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management
To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)
To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)
To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)
To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

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 your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	• Educated to Degree level or substantial relevant experience	• Degree in international relations or studies or related discipline • Fluency in a modern European language • Evidence of continuous personal and professional development
Experience	• Experience in an international relations or partnership role • Proven track record of producing and implementing an international strategy • Experience of managing trans national projects • Experience of developing and maintaining partnerships • Experience of working in multicultural, multilingual settings • Experience of advocay and influence at a senior level • Experience of national and international sector platforms such as conferences • Experience of national and international advocacy and policy	• An understanding of the visitor, cultural and creative economy and the importance of the sector to County Durham's economy.
Skills and Knowledge	• Excellent project management skills from inception to completion including planning, implementing, budgeting, monitoring and reporting • Proven negotiation and influencing skills • Strong report writing, business skills, numeracy and financial acumen • Ability to communicate clearly and effectively in verbal and non-verbal forms to a wide range of audiences complemented by diplomacy • Knowledge of service standards and how to use standards in day-to-day activity • Ability to network and quickly build rapport with people • Knowledge of the visitor economy, culture and creative industry sectors and their role in place-making • Ability to research and plan to work to tight timescales.	• Good knowledge of the Durham economy and product

	• Good computer skills in the use of Excel, Word and PowerPoint etc. • Accuracy and attention to detail. • Networking, interpersonal and influencing skills. • Good presentational skills. • Analytical skills. • Workload / time management skills.	
Personal Qualities	• Positive and energetic team player • Self-starter who is able to prioritise workload and manage time effectively • Partnership worker able to work effectively with internal and external teams and individuals • Excellent communicator • Ability to work calmly and effectively under pressure, react quickly, and meet tight deadlines • Flexible approach to work • Will be required to travel nationally and internationally and work outside of normal office hours	