

Job Description and Person Specification

Strategic Partnerships Manager (Secondment)

A Lambeth to be proud of



Job Title: Strategic Partnerships Manager

Department: Strategy, Communications and Change

Division: Strategy and Impact

Business Unit: Strategy and Impact

Grade: PO5

Reports to: Senior External Affairs and Partnership Manager

Responsible for: Stakeholder Relations Officer

Context

Our One Lambeth agenda recognises the need for a significant shift in the way we work – a stronger grip on delivery, promoting shared ownership of our priorities across the council; changes to how we empower and work with our communities; and putting equity and justice at the heart of all we do.

The function of the centre is not just to ensure effective use of budgets and decision-making: our 2030 aspirations and the priorities in our Corporate Delivery Plan place a significant premium on coming together as One Lambeth, being ambitious for our borough and changing how we work with our communities as partners to bring about change. We need to make sure we have capacity and accountability in the system to bring people together to do this important work including:

- Ensure a relentless focus on our Lambeth 2030 aspirations with collective ownership and improved delivery of priorities, driven by a strong centre
- Bring people together across the Council to tackle and make progress against shared priorities, including our commitment to becoming a Borough of Equity & Justice
- Coordinate a more joined up offer to the community around engagement, funding, access to help and support that puts our communities, their experiences and outcomes to the fore of our approach
- Inject challenge into the system, ensuring robust governance and delivering change

Job Purpose

Working with colleagues to help develop and implement strategy and policy work across the council, specifically through the establishment of the Lambeth 2030 Partnership.

To lead the development of the Lambeth 2030 Partnership through the implementation and continuous review of governance arrangements, partnership strategy development, and partnership building activities.

To oversee, in conjunction with the Assistant Director (Strategy and Impact), the Council's strategic partnerships, including partnership boards, ensuring these are aligned in their objectives and actions with the Lambeth 2030 Partnership.

To liaise with partnership members, ensuring a high level of engagement with, and commitment to, the Lambeth 2030 Partnership.

To lead on the secretariat function and partnership development of the Lambeth 2030 Partnership and related bodies, ensuring that all strategic, tactical and operational aspects of the Partnership programme are managed effectively.

To ensure the intelligent and accurate use of data and research, working with the Research and Insight function, to measure and understand outcomes, inform decision-making and shape and improve service delivery.

To work with the Head of the Leader's Office and External Affairs and the External Affairs Manager to develop and ensure the execution of key public and external affairs activity in support of Lambeth 2030.

Responsibilities

1. Lead and coordinate the work of the Lambeth 2030 Partnership.
2. Lead the council's work on collaborating with strategic partners and adopting a borough-wide approach to partnership strategy development and implementation.
3. Advise on the development and implementation of a shared vision, strategy and priorities for the Lambeth 2030 Partnership.
4. Lead the development of the Lambeth 2030 Partnership work programme, workstreams and delivery projects, ensuring coordination across partnerships, boards and across the Council.
5. Design and deliver a partnership engagement framework and lead the delivery of its activities, creating key internal and external links to facilitate a cohesive, transparent and creative approach to working in partnership.
6. Commission, create, develop and share all relevant documentation for each meeting of the Lambeth 2030 Partnership – including agendas, briefing notes and action logs.
7. Liaise with Partnership members and key internal stakeholders, including the Leader of the Council, Cabinet, the Chief Executive and Directors, in collaboration with the Assistant Director (Strategy and Impact).
8. Ensure that robust performance and progress monitoring systems are in place, in addition to sound governance arrangements.
9. Ensure that there are effective feedback loops between the work of the Lambeth 2030 Partnership and other strategic policy work across the Council.
10. To line manage the work of the Stakeholder Relations Officer to assist in the delivery of council priorities, to help people think and work differently to test how to tackle issues and improve the way the organisation works to help deliver outcomes.

11. To support the delivery of an effective and high-quality strategy and policy capability across the full range of projects and long-term programmes across the organisation.
12. To support the Director of Strategy, Communications and Change and the Assistant Director (Strategy and Impact), in the implementation of Lambeth 2030: Our Future, Our Lambeth and the review of all Lambeth council policies and strategies.
13. Dedicated, short-term support to service areas in priority elements of strategy and policy development, providing the following kinds of resource:
 - Research that is insight based and actionable
 - Early thinking and programme design
 - Facilitation (e.g. vision process, idea generation, testing)
 - 'Critical friend/sounding board'
 - Innovation and service design methodologies (training, support, delivery)
14. Leading and supporting cross-directorate project teams for specific programmes of work. This will also include supporting the development of the wider strategy function in the council, including the strategy and partnerships team's offer, organisational approaches to strategy development and cross-departmental learning networks
15. To lead and support a range of projects and workstreams with high levels of complexity or risk across both Policy, Equalities and Participation and the wider organisation.
16. To engage with the political and senior leadership of the organisation, as well as residents and partners as appropriate.
17. To report and respond to safeguarding concerns that may be identified and contribute as appropriate to the investigation of those concerns.
18. To undertake other duties which might be reasonably requested from time to time.
19. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
20. To take responsibility, relevant to the post, for ensuring that council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
21. Ensure through all your work you are committed to all aspects of inclusion and diversity and take responsibility for tackling racism and promoting good community relations.

PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Key Knowledge			
	K1	Proven track record of working in partnership with a wide range of organisations and individuals, including directly with members of the community	√A
	K2	Detailed and up to date knowledge and understanding of relevant central and local Government policy and processes for communications, performance or policy.	
	K3	Experience of commissioning projects and programmes of work from a range of providers.	
Relevant Experience			
	E1	Substantial experience defining challenges and using innovation and future thinking to develop solutions, in partnership with residents and partners	√A
	E2	Experience of leading strategic partnerships and developing strategic policy.	√A
	E3	Experience of working in highly complex and political environments	A
	E4	Experience of commissioning projects and programmes of work from a range of providers.	√A
Qualification			
	Q1	Relevant professional qualification or equivalent experience	√A

CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



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Ambition behaviours



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- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.