

Job summary

Role title: Partnerships Officer

Department: Community Partnerships

General description of role

To work with partners across the public, voluntary, community and faith sectors leading on specific pieces of work to support our communities.

Responsibilities of role

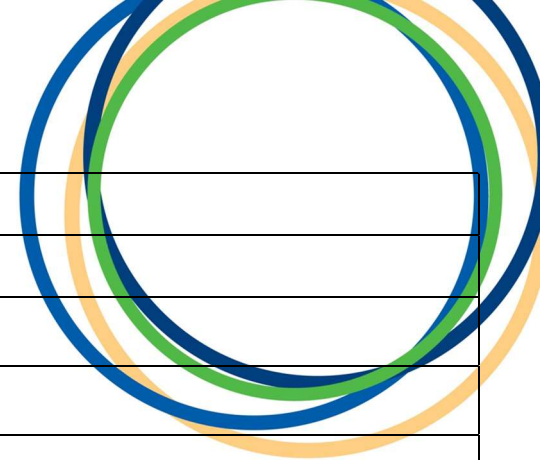
1. To develop and maintain a clear understanding of issues facing our residents, especially our most vulnerable residents, and to work to identify and develop solutions to address these issues.
2. To develop and maintain relationships with our public, voluntary, community and faith sector partners, with an emphasis on facilitating and enabling our partners to have a greater positive impact on our residents.
3. To secure and/or support our partners to secure grant funding/in kind support for projects that support our communities and our more vulnerable residents.
4. To develop, implement, and empower others to deliver projects and initiatives in support of the Council's corporate priorities.
5. To lead specific pieces of work, for example implementing the Council's taxi voucher scheme; or coordinating/monitoring performance of our voluntary and community sector grants scheme; or coordinating activities to support the health and wellbeing of our more vulnerable residents.
6. To manage the performance of our partners where we have commissioned them to deliver services.
7. To service, support and represent the Council at multi-agency partnership fora and activities.
8. To organise large multi-agency events.
9. To demonstrate the impact of the team's work to elected Members, colleagues and partners.
10. To maintain strong professional networks across sectors to support effective multi-agency working in support of the Council's objectives.
11. To support the overall work of the Community Partnerships service and its contribution to the Council's Corporate Plan.
12. Collation, reporting and monitoring of agreed performance measures.
13. Carry out such other duties as may be required as appropriate to the grade.

Person specification and interview assessment form



Candidate name			
Contact number			
Role title	Partnerships Officer		
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
A qualification in a social science or related discipline.	P		
Experience and achievements			
Demonstrable experience of partnership working across the public and voluntary sectors.	E		
Experience of working in one or more of the following areas: health, local government, voluntary sector	E		
Experience of project management	E		
Experience of managing/successfully applying for grant funding and/or managing contracts.	P		
Experience of demonstrating the impact of projects.	P		
Experience of developing and facilitating partnership working with the voluntary sector and/or other partner agencies	P		
Experience of report writing.	E		
Experience/understanding of the political dynamics of working in a local authority.	P		



Role required competencies and behaviours			
Strong verbal and written communication skills.	E		
Willingness to work flexibly including occasional evening/weekend work.	E		
A solid understanding of managing project finances and fundraising techniques.	P		
An aptitude to work independently and on one's own initiative, including setting objectives and timescales.	P		
Ability to analyse, interpret and present data, for example in funding bids and/or in progress reports.	E		
Strong negotiating and influencing skills.	E		
Strong IT skills.	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number		1st / 2nd / 3rd	

Summary of employment package

<p>Place of work</p>	<p>The role will be primarily based at Town Hall, Reigate, but the team currently has a hybrid working pattern with 1-2 days in the office.</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
<p>Salary</p>	<p>Graded Technical Specialist, the salary will be in the region of £31,644 - £37,602 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
<p>Duration of contract</p>	<p>The contract will be offered on a permanent basis.</p>
<p>Probationary period</p>	<p>Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.</p>
<p>Hours of work</p>	<p>Hours of work are nominally 36 per week.</p>
<p style="text-align: center;">Employment Benefits</p>	
<p>Flexible working hours</p>	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
<p>Annual leave</p>	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>

<p>Pension</p>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
<p>Training and development</p>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<p>Professional subscriptions</p>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
<p>Car parking / Travel loan scheme</p>	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
<p>Cycle purchase scheme</p>	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
<p>Employee discounts</p>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



Other Conditions

Pre-employment checks

Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):

- at least two satisfactory references
- eligibility to work within the UK, and proof of your identity
- evidence of relevant qualifications

DBS clearance

Employment with the Council will also be subject to receipt of standard / enhanced Disclosure and Barring Service (DBS) clearance. Details will be provided to the successful applicant, which may require completion of an online application and/or registration to the DBS 'Update Service'.

Paid work with another employer

If you are appointed, your contract with the Council should normally be classed as your main employment.

You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.

Disclaimer

Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

