

Job summary

Role title: Partnerships Team Leader
Team: Partnerships and Safety
Reporting Manager: Head of Community Partnerships

Overall purpose of role

To lead the development and management of the Council's partnership and community safety activities, maximising synergies with and adding value to wider Council services.

To instil a culture of collaborative working across the team, across the Council, with partners involved in the Community Safety Partnership and with wider voluntary and community sector partners. To manage the partnerships and safety team to deliver high quality products and projects to time and budget, to include delivering innovative approaches both within the team and in partnership with others.

To support the Head of Community Partnerships in developing and pursuing strategic initiatives in line with the Council's corporate plan.

Responsibilities of role

- 1. Delivery.** To ensure that the partnerships and safety team delivers on the work programme outlined within the service plan and individual team plans. Leading on the development of team plans. Contributing to the development of the annual service plan. Leading on the development and delivery of the Community Safety Partnership plan, actively working with partners to do so, including ensuring meeting statutory responsibilities.
- 2. Evaluation, monitoring and impact reporting.** To ensure appropriate evaluation, impact and performance indicator reporting is in place, shared widely, and that new approaches are developed appropriate to the audience. To include leading on reporting to relevant Council committees, for example Overview and Scrutiny.
- 3. Leadership.** To lead the team, delivering a clear vision and strategy for the team. To be an advocate of the team and its work and the wider service within the Council and beyond. Providing line management to the partnership officers and community safety manager. Providing overall leadership to the whole team with a particular focus on staff communications, training and supporting the Reigate and Banstead behaviours.
- 4. Collaboration and networking.** To instil a culture of collaborative and partnership working and user led design. Working with local partners from all sectors, focusing on engagement to shape and deliver the work programme. Work with internal Council teams to encourage and support the development and delivery of new initiatives. To work collaboratively with other team leaders / colleagues in Community Partnerships and other Council services. To maintain strong professional networks across sectors to support effective multi-agency working in support of the Council's objectives.
- 5. Project delivery.** To develop and deliver partnership and safety projects. To lead on shaping the scope and objectives of projects and ensuring appropriate sign off to those projects, which may include leading on writing and presenting to Council committees. To ensure appropriate project documentation is completed and reported into the Council's corporate project reporting structures. To ensure that all relevant Council teams and wider partners are fully appraised of projects and engaged in a timely manner. To deliver projects to time, cost and quality.
- 6. Financial management.** To have responsibility for the appropriate use of resources across the partnerships and safety team e.g. budget. This will include cost and income with a clear focus on efficiency

and achieving value for money (including setting budgets for each of the cost centres; monthly budget monitoring returns and forecasts; and adherence to procurement practices).

7. **Financial support.** To proactively work to secure funding (cash/in kind) to support projects either delivered or to be delivered by our partners.
8. **Corporate leadership.** To be responsible for leading on corporate matters relating to the team (delegating these as appropriate), including: health and safety; environmental health; data protection; business continuity; the co-ordination of responses to relevant Freedom Of Information (FOI) requests, and ensuring quality responses within statutory deadlines are provided.
9. To substitute for the Head of Community Partnerships where required. To liaise with elected Members, and attend Portfolio Holder meetings, Leaders meetings, etc as required, producing contributions to all associated reporting.
10. To carry out such other duties as may be required as appropriate to the role. To be available in the evenings and at weekends as required by the role. To provide cover across the Community Partnerships Service which might include being at any of the community centres, or other Council locations as required.

Person specification and interview assessment form



Candidate name			
Contact number			
Role title			
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			
Change/project management qualification.	P		
A qualification in a social science or related discipline.	P		
A full driving licence and access to a car	E		
Experience and achievements			
Several years' experience of working in one or more of the areas within the partnerships and safety teams remit.	E		
Experience of both community safety delivery within a local authority and grant making to the voluntary, community and faith sectors.	P		
Experience of leading staff, with robust leadership and management skills.	E		
Demonstrable experience of partnership working across the public and voluntary sectors.	E		

Experience of project management and the application of appropriate project methodologies and reporting.	P		
Experience or knowledge of monitoring and evaluating activities and projects and their impact.	E		
Experience of report writing.	E		
Experience/understanding of the political dynamics of working in a local authority.	P		
Competent in using digital technology and common IT packages (Word, Outlook, Excel, Powerpoint).	E		
Role required competencies and behaviours			
A passion for supporting communities.	E		
A team player, who collaborates with others to develop innovative solutions.	E		
A problem solver, who can jump between strategic planning into the detail of operational issue resolution and back again.	E		
An ability to analyse, interpret and present data and reports in a range of styles to meet the requirements of the audience.	E		
Excellent interpersonal and communication skills, whose behaviour inspires staff and stakeholders and takes people with them.	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

Place of work	<p>The role will be primarily based at the Town Hall.</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>
Salary	<p>Graded Professional, the salary will be in the region of £43,788 - £53,856 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>
Duration of contract	<p>The contract will be offered on a permanent basis.</p>
Probationary period	<p>Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.</p>
Hours of work	<p>Hours of work are 36 hours worked Monday to Friday. This will include evening occasional and weekend work.</p>
Employment Benefits	
Flexible working hours	<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>
Annual leave	<p>The basic leave entitlement is 259.2 hours per annum (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) 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>
Pension	<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>
Training and development	<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>
Professional subscriptions	<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>
Car parking / Travel loan scheme	<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>
Cycle purchase scheme	<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>
Employee discounts	<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	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none">• at least two satisfactory references• eligibility to work within the UK, and proof of your identity• evidence of relevant qualifications• medical clearance (as manual handling is an intrinsic requirement of the role) <p>An enhanced DBS without barred list check is required for the role.</p>
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>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 Managing Director</p>
Disclaimer	<p>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.</p>