

## Partnership Officer: Grade 12

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Working within the Policy and Partnerships Team, the role will work with partners both internal and external to help develop our focus on our shared outcomes. This will involve working to align Council and partner resources to be more effective and have greater impact, and establishing a clear direction for how we achieve our outcomes via strategy and policy development. Working with senior stakeholders to develop both policy and partnerships will be at the centre of this role.

This role is based within the Policy, Partnerships and Transformation Service. Click [here](#) to find out more about the Council and its shared outcomes.

## The Job

- Support and facilitate senior councillors, non executive directors, chief executives and senior managers to provide leadership and direction within the partnership arena and ensure the involvement of all service providers.
- Lead role in the development of core policies and plans and support inter-agency groups to develop new projects and initiatives.
- Ensure that activities and plans are joined up across the partnerships, and aligned to our shared outcomes, and that cross cutting issues are properly addressed.
- Influence partners to align their resources on agreed priorities and manage the totality of public expenditure in Kirklees.
- Ensure that partners such as the Police, University and colleges collectively manage performance against our shared outcomes and that robust challenge is integral to the process.
- Organise and plan meetings of the partnerships and, liaising with the Chairs and lead officers, maintain a co-ordinated agenda plan.
- Manage the provision of reports, the input of all organisations, recording meetings and working with the Chair to ensure that meetings are effective, as well as communicating about the work of the partnerships.
- This post requires you to work flexible hours, including occasional evenings and weekends. You will need to travel to various locations in order to carry out the duties of the post.

## Job Checklist

- Creative thinking and action to enable and support partners to develop innovative solutions to problems and joining up service delivery across organisations to increase impact.
- The development of key overarching partnership strategies and plans is supported.
- The partnership is enabled to deliver sustainable and improved economic, social and physical regeneration and improved public services that meet the needs of the local community.
- Activities of the partnerships are effectively supported and enabled through provision of project management support, timely accurate information, co-ordination, clear agenda planning, review of appropriate delivery mechanisms and efficient administrative support.
- Outcomes and targets are monitored by ensuring timely and accurate information is provided to enable effective challenge and co-ordination of activities across the partnership.
- Meetings of the partnerships are well planned and organised, are creative in stimulating constructive debate that leads to joined up problem solving to achieve shared outcomes, and are accurately and appropriately recorded.
- All partners, including the private and voluntary sectors are supported and enabled to participate in the partnerships.
- Effective communication across the partnership enables all individuals to have access to relevant information and knowledge.

Please click [here](#) to see your responsibilities related to safeguarding.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

To be effective in this role you will be collaborative, have a good understanding of partner priorities, able to make progress quickly in a complex environment, see the links and opportunities across agendas and be able to gain buy in to proposals and make things happen. We are looking for someone who has the ability to:

- Work in a partnership environment and manage complex relationships.
- Think strategically, analyse complex information and relationships, solve problems, developing long term objectives, and a range of options for consideration.
- Facilitate groups to make decisions, resolve issues or contribute to the strategic debate.
- Set standards of communication and monitor the results.
- Set out a clear sense of purpose, direction and approach, bringing it to life by relating it to practical actions and solutions.
- Work co-operatively with others to achieve agreed objectives.
- Guide team decisions and displays commitment towards them.
- Establish plans and priorities for the team and the service.
- Identify opportunities for and participates in team development.
- Develop and sustains partnerships with colleagues within the Council and other agencies.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation.

This role is at level 3. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

## Person Checklist

- Qualified to degree level or with equivalent experience, and with specialised experience of working with partners across complex organisations and networks.
- Ability to work on policy development in a large complex organisation.
- Knowledge of how large organisations operate and understanding of governance and accountability issues.
- Builds and maintains effective relationships and positively influences people and situations to motivate them and gain their commitment.
- Anticipates issues and situations and uses creativity to seek solutions.
- Challenges service and corporate thinking where appropriate, learns from other services and organisations and encourages developmental opportunities.
- Seeks and uses customer feedback to plan and improve service delivery, and ensures the customer receives the right service.
- Plans and uses resources effectively to deliver service priorities and reviews the quality standards of the service and makes sure they are delivered consistently.
- Uses project management techniques to manage projects.
- Operates effectively within the political environment to achieve the Council and partners' objectives.
- Acts as a strong role model, projecting high energy, and a creative and inspirational style and demonstrating the confidence and skills to make change happen.
- Manages workloads effectively to achieve agreed levels of performance and shows resilience under pressure.
- Have a flexible and adaptable approach to working with different partners and as part of a wider team
- Ability to work independently utilising own initiative.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job. In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.*