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| **Department** | **PEOPLE Services** |
| **Job Title** | **Policy, performance AND PARTNERSHIPS officer** |
| **Grade** | **G** |
| **Primary Purpose of the Job** | To support the departmental and partnership approach to business planning and performance management leading to better outcomes for local people. Provide advice, support and guidance on the process of business and strategic planning within the department and partners. Provide advice, support and guidance on the use of performance management methodologies within the department and partners. |
| **Reporting to** | Principal Policy, Performance and Partnerships Officer |
| **Staffing Responsibilities** | N/A |

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| **Main Duties** |
| 1 | Provide advice, support and guidance to managers to enable the department to meet its obligations under the Business Planning Process. |
| 2345678 | Provide advice, support and guidance to managers to enable the department and schools have effective and robust Business Continuity and Pandemic Flu Plans.Represent the interests of People Services in corporate plans, borough-wide strategies and action plans and to support the development of strategies and action plans to deliver the appropriate objectives. Assist managers to continuously improve service delivery and outcomes for adults and children through effective performance management.Work with managers to develop their business and strategic planning skills.Develop and implement quality assurance processes to ensure that the performance data used to inform the management of performance across the department and partners is accurate and supported by robust audit trails.Prepare and present reports to Divisional and Departmental Management Teams, Executive members and partner organisations as required.To undertake any other duties appropriate to the grade as required.  |

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| **Date Job Description prepared/updated** | October 2011 |
| **Job Description prepared by** | John Livesey |



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| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |

| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
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| **1.** | **Skills and Knowledge** |
| 1. | Well developed inter-personal and communication skills and the ability to engage effectively with managers and staff from the council and partners.  | Interview |
| 2. | Detailed understanding of business planning, performance management principles and approaches. | Application form/Interview/ Assessment |
| 3. | The ability to think strategically, analyse complex issues and develop practical effective solutions. | Application form/Interview |
| 4 | Detailed understanding of the national, regional and local policy agenda facing local government and the public sector. | Application form/Interview |
| 5. | The ability to work as part of a team of professional officers  | Interview |
| 6. | Basic understanding and knowledge of the political, leadership and management issues facing large and complex departments and councils. | Application form/Interview |
| 7. | The ability to work on one’s own initiative with minimal supervision, to prioritise own workload to deliver on agreed deadlines.  | Interview |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Appropriate degree, professional qualifications, or equivalent experience. | Application Form |
| 2.  | Evidence of continued professional and personal development | Application Form |
| **3. Work Related Circumstances** |
| 1. | Subject to the agreement of the line manager, a flexi-time scheme is in operation. | Application Form |
| 2. | Will be required to work outside normal working hours occasionally to meet services demands. | Application Form |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |

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| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | n/a |  |

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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |

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| **Date Person Specification prepared:** | Updated with competencies June 2019 |
| **Person Specification prepared by:** | Anne Gorton |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.