

**Job Description**

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| **Department** | **CORPORATE RESOURCES** |
| **Job Title** | **POLICY AND PARTNERSHIPS MANAGER**  |
| **Grade** | J |
| **Primary Purpose of Job** | To provide effective management support to ensure the development, co-ordination, implementation and maintenance of internal policies, procedures, information systems and partnership working relating to all aspects of Corporate Property services, in order continually to improve delivery and meet statutory obligations. |
| **Reporting To** | Assistant Director – Transformation |
| **Direct Staffing Reports** | None |

**Main Duties**

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| **1** | Lead on the provision of policy, performance and business intelligence information and advice to support the setting and review of the strategic direction for the Corporate Property service, in line with the Council’s ambitions. |
| **2** | Provide and ensure effective policies, regulations, processes, procedures and other internal governance arrangements are in place to enable the successful delivery of key programmes and projects delivered by Corporate Property and its partners. |
| **3** | Shape and influence internal service planning and budgets, using expertise to identify relevant customer, professional or legislative trends that may impact on delivery. |
| **4** | Manage the generation, analysis and manipulation of data from a variety of sources in support of performance assurance of all of the services’ core functions and activities. |
| **5** | Develop and maintain relationships with potential partners, stakeholders, businesses etc. as appropriate, representing Corporate Property at functions, events and networking opportunities. |
| **6** | Provide secretariat support to local, regional, and multi-agency governance or project groups with a range of internal and external stakeholders, related to the service area. |
| **7** | Engage with regional and national initiatives to improve delivery, and to share best practice with others. |
| **8** | Provide high quality and consistent communications to customers, residents, ward members, Executive Cabinet Members, constituency MPs, senior managers, government bodies and other stakeholders, including the co-ordination and service response to complaints, general queries, freedom of information requests etc.  |
| **9** | Develop funding strategies relating to the development and improvement of the Council’s estate. |
| **10** | Provide professional and technical support to apply for and successfully manage external funding programmes to deliver key priorities relating to the Council’s property and land assets and manage all associated budgets. |
| **Date Job Description prepared:** | **May 2023** |
| **Job Description prepared by:** | **Assistant Director - Transformation** |

**Person Specification**

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| **Department** | **CORPORATE RESOURCES** |
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| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Detailed understanding of the national, regional and local policy agenda facing local government and the public sector, ideally relating to asset management and property. | Application Form / Interview |
| 2. | Strong analytical, evaluative and problem-solving skills. | Application Form / Interview |
| 3. | Ability to think strategically and experience of working with others to develop and implement strategies, identify priorities, and deliver outcomes. | Application Form / Interview |
| 4. | Ability to assimilate, co-ordinate and analyse a wide range of information and data sources and produce briefings and advice. | Application Form / Interview |
| 5. | Ability to develop and implement an effective external bidding programme, that targets appropriate funding opportunities, including the management of associated budgets. | Application Form / Interview |
| 6. | Excellent knowledge of external funding application methods and techniques. | Application Form / Interview |
| 7. | **Competencies** – Please note the Council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section. | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Professionally qualified to Level 6 qualification or equivalent in a relevant technical, specialised or operational field. | Certificate |
| 2. | Experience of and competence in Microsoft Office applications. | Interview |
| 3. | Experience of building relationships and working across organisations and with external partners. | Interview |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services. | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service.  | Interview  |
| 4. | Posts that are designated as Information Asset Owners will be expected to lead and foster a culture that values, protects and uses information for the public good. They must know what information the asset holds, what enters and leaves it and why, being responsible for maintaining this overview within the Council’s Information Asset Register. The IAO will also need to know who has access and why and ensure their use of the asset is monitored and used for service delivery and performance management, understand and address risks to the asset and provide assurance to the SIRO/DSIRO. Ultimately, the IAO must ensure the asset is fully used for the public good, including responding to access requests, audits and transparency/open data requests. | Interview |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Expertise in commercial property asset management, including portfolio performance appraisal, property investment appraisal and investment transactions. | Application Form / Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Project management training and/or qualification. | Application Form / Interview |

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**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.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





