

AGENDA FOR

HUMAN RESOURCES AND APPEALS PANEL

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To: All Members of Human Resources and Appeals Panel

Councillors: R Caserta, T Holt and T Rafiq

Dear Member/Colleague

Human Resources and Appeals Panel

You are invited to attend a meeting of the Human Resources and Appeals Panel which will be held as follows:-

Date:	Thursday, 30 July 2020
Place:	Microsoft Teams
Time:	1.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	https://councilstream.com/burycouncil

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of Human Resources Committee are asked to consider whether they have an interest in any of the matters on the Agenda, and, if so, to formally declare that interest.

3 PROPOSALS FOR THE BUSINESS, GROWTH AND INFRASTRUCTURE DEPARTMENT *(Pages 1 - 32)*

A report from the Leader and Cabinet Member for Finance and Growth; and Cabinet Member for Corporate Affairs and HR is attached.

4 CORPORATE PARENTING DEVELOPMENT OFFICER POST *(Pages 33 - 48)*

Sue Harris, Strategic Lead (Children's Services) will report at the meeting, report attached.



DECISION OF:	Human Resources and Appeals Panel
DATE:	30th July 2020
SUBJECT:	Proposals for the Business, Growth and Infrastructure Department
REPORT FROM:	Leader and Cabinet Member for Finance and Growth; and Cabinet Member for Corporate Affairs and HR
CONTACT OFFICER:	Paul Lakin, Director of Regeneration and Capital Growth
TYPE OF DECISION:	Non- Key Decision
FREEDOM OF INFORMATION/STATUS:	This paper is within the public domain.
SUMMARY:	The report provides a summary of the proposed phasing of the restructure within the Business Growth and Infrastructure Department and seeks to establish two Assistant Director roles and two Major Projects Managers.
OPTIONS & RECOMMENDED OPTION	<p>1. Remain the same.</p> <p>2. Support the restructure proposals to ensure greater focus on delivery of strategic priorities. It is recommended that subject to a period of formal consultation, the posts of Assistant Director (Regeneration Delivery), Assistant Director (Strategy, Planning and Regulation) and two Major Projects Managers are established, to be funded as detailed within the report and that the posts of Assistant Director Resources and Regulation and the Head of Urban Renewal be deleted from the establishment.</p>
IMPLICATIONS:	
Corporate Aims/Policy Framework:	<p>Do the proposals accord with the Policy Framework? Yes No</p>

Statement by the S151 Officer: Financial Implications and Risk Considerations:	The additional costs of the structure will be met from posts that are to be dis-established and an element of staffing costs will be charged to the capital programme in recognition of the work undertaken by the team to deliver the programme.
Equality/Diversity implications:	None.
Considered by Monitoring Officer:	<div>Yes</div> <div>Comments</div> <p>This report sets out proposals for recruitment to key roles within the Business, Growth and Infrastructure (BGI) Department, which must be undertaken in line with the Council's recruitment and selection policies and procedures. The requirements for consultation as part of the process for creating the roles identified, is as set out in the report.</p> <p>This is not considered to be a major restructuring within the Council and as such can be determined by the Human Resources and Appeals Panel</p>
Wards Affected:	All
Scrutiny Interest:	No.

1.0 BACKGROUND

1.1 In January 2020 the Human Resources Appeals Panel and Cabinet agreed structure proposals within which the Council and the CCG will operate as a partnership across the following departments and single commissioning function:

- The Department of Operations.
- The Department of Corporate Core Services and Finance.
- The Children and Young People's department.
- The Business Growth and Infrastructure Department.
- The One Commissioning Organisation.

1.2 Executive Directors were tasked with developing detailed structures for their departments, within established resources, which were to be subject to separate approval. It was agreed in the report to both the Human Resources and Appeals Committee and Cabinet on 10 June 2020 that the proposals for the Business, Growth and Infrastructure (BGI) Department would be submitted to the next meeting.

2.0 CONTEXT

- 2.1 The Covid-19 pandemic is impacting on both health and the economy. Practically all businesses in Bury are being affected. A recession, both within the UK and globally is likely, and forecasters are currently predicting a significant drop in GDP for the UK economy.
- 2.2 Bury Council is developing a recovery strategy that gets the Borough back on track with delivering our priorities for Bury 2030, which will continue to be the most significant challenge for the next year and probably beyond.
- 2.3 The Business Growth and Infrastructure Department will have responsibility for the economic recovery plan and the Council's existing priorities for economic growth. This will include:-
- An economic recovery strategy focused on priority sectors and keeping Bury people in the labour market.
 - Address barriers to growth, in particular the lack of premises to expand and skill shortages.
 - Delivery of GM full fibre rollout in the Borough.
 - Securing investment in social and physical infrastructure for growth.
 - GMSF.
 - The development of town centres including the Radcliffe SRF, Bury Town Centre masterplan, Prestwich Town Centre redevelopment, Whitefield Uplands and plan to sustain success for Ramsbottom. For all of the Borough's town centres delivering housing density, transport hubs, public service hubs and culture to diversify from and underpin retail.
- 2.4 The Council needs to respond proactively to the current economic impact, together with the longer term ambitions which will be set out in the new Bury 2030 Strategy. The importance of Bury Council taking a leading role in shaping the future economy has never been greater.
- 2.5 This paper sets out proposals for recruitment to key roles within the Business, Growth and Infrastructure (BGI) Department to enable a greater focus and emphasis on delivery.
- 2.6 A further report setting wider restructuring proposals across the whole of the department will be presented to a future meeting of the Panel.
- 2.7. Work is underway to produce a draft Housing Strategy for the borough as part of the Bury 2030 Strategy. Proposals in relation to the structure needed to secure delivery of the Housing Strategy will be brought forward in the autumn.

3.0 RATIONALE AND PERCEIVED BENEFITS

- 3.1 There are a number of major drivers for change which have informed the proposed restructure proposals. These can be summarised as:
- A need to strengthen our strategic planning function to support the Greater Manchester Spatial Framework (GMSF) and the proposals for the Northern

Gateway, one of the most significant land opportunities in the north of England.

- The need to work-up shovel-ready development proposals for our priority regeneration locations (Prestwich, Radcliffe, Wider Markets Area Bury Town Centre).
- An opportunity to implement the Neighbourhood Asset Review.
- The need to focus on securing additional business and inward investment into the Borough.
- The opportunity to maximise our land and property assets.

- 3.2 The appointment of two Assistant Directors will give the BGI Department the capacity and the expertise to drive forward these key objectives. Current Heads of Service in the Department will report to these Assistant Directors, as detailed in the proposed structure at Appendix A; releasing some capacity of the Director of Regeneration and Capital Growth to focus on strategic priorities of the Bury 2030 Strategy.
- 3.3 The post of Assistant Director (Strategy, Planning and Regulation) will be responsible for strategic planning, leading Bury's input to the Greater Manchester Spatial Framework (GMSF) and the planning of our town centres including strategic transport planning initiatives and industrial infrastructure, as well as having control over the statutory planning, building control, and urban renewal. The bringing together of these building management functions will help create a more coherent team and better opportunities for cross-team collaboration. The jobs description for the post is attached at Appendix B.
- 3.4 The post of Assistant Director (Regeneration Delivery) will oversee the Council's commercial asset and land portfolios and will provide high level focus on our major regeneration projects (examples of which include the One Public Estate and new public buildings, Prestwich Urban Village, Ramsbottom and Bury Wider Markets Area). They will also oversee economic development and be responsible for our business liaison functions and deliver the Borough's employment agenda and contributes to the skills agenda as it impacts on business. The post holder will develop the project propositions and secure external sources of funding including GM, government and public and private sector partners. The jobs description for the post is attached at Appendix C.
- 3.5 The posts for two Major Project Managers will be created to deliver the Council's regeneration ambitions with a single integrated plan for the strategic redevelopment of key town centres and economic sites within the Borough of Bury. The jobs description for the post is attached at Appendix D.
- 3.6 The Radcliffe post in the first instances will be responsible for driving forward the Radcliffe Strategic Regeneration Framework (currently in draft) that has been produced to support and direct regeneration, investment and growth in the town over the next 15 years. The post holder will be responsible for driving forward the major capital projects proposed via the Strategic Regeneration Framework and will have accountability directly to the Chief Executive, whilst having line management accountability to the Assistant Director of Regeneration Delivery.
- 3.6.1 The second post will initially support the Town Centre Boards in playing a pivotal role in supporting the various regeneration initiatives, development schemes and wider town centre plans. Our town centres are core components of the Borough's economic infrastructure. The quality and vitality of our centres are critical in attracting both businesses and residents. Each of our centres are different and

ahead of the Covid-19 pandemic, faced quite different although sometimes related challenges.

- 3.6.2 The Major Project Managers will mirror the approach we have taken in Prestwich, where we have a dedicated senior post funded by our capital programme. The Prestwich Project Manager Job Description will also change to become a Major Projects Manager. It is anticipated that these posts will be funded from the Councils capital budget and because of the lack of forward visibility we have made these posts initially a two-year fixed term contract. This can be counter-productive when seeking to recruit as candidates may start after 12 months to look for other roles, causing problems with continuity and focus. It would therefore suit the needs of the Council if the posts whilst offered on an initial two year term are presented as having a longer-term potential. This can be achieved by making the job specifications for these posts generic, as opposed to attached to a specific place, allowing greater potential to provide longer-term funding certainty to support these posts because post-holders can be funded by a wider pool of capital projects.

4.0 FINANCIAL IMPLICATIONS

- 4.1 The cost of the Assistant Director posts is £0.206m and a further £0.140m for the project management posts. Giving an overall total of £0.346m. Funding for posts within the BGI service is a combination of capital and revenue and there is already an expectation that 50% of the Director of BGI will be funded from the capital programme. Given the increasing strategic nature of this role an allocation of 30% of the costs is considered more appropriate. This means that the overall cost increases to £0.373m.
- 4.2 Given the role of the service and their involvement with the delivery of capital projects, it is proposed that the costs be met from the saving as a result of the dis-established posts (£0.166m) and the remainder of £0.208m funded from the capital programme. Costs will be allocated to the various projects within the programme and are therefore not specific to individual projects.

5.0 CONCLUSION

- 5.1 The changes proposed are made as the basis for consultation. A period of 30 days consultation will be allowed to take feedback on the proposals and discuss details with affected staff and the Trades Unions, following which the posts will be advertised and the relevant process will be followed to recruit to the posts.

Appendices:

Appendix A - BGI Structure charts

Appendix B – Assistant Director Strategy, Planning and Regulation

Appendix C – Assistant Director Regeneration Delivery

Appendix D – Major Projects Manager

List of Background Papers:-

None.

Contact Details:-

Paul Lakin, Director of Regeneration and Capital Growth

Email: P.Lakin@bury.gov.uk

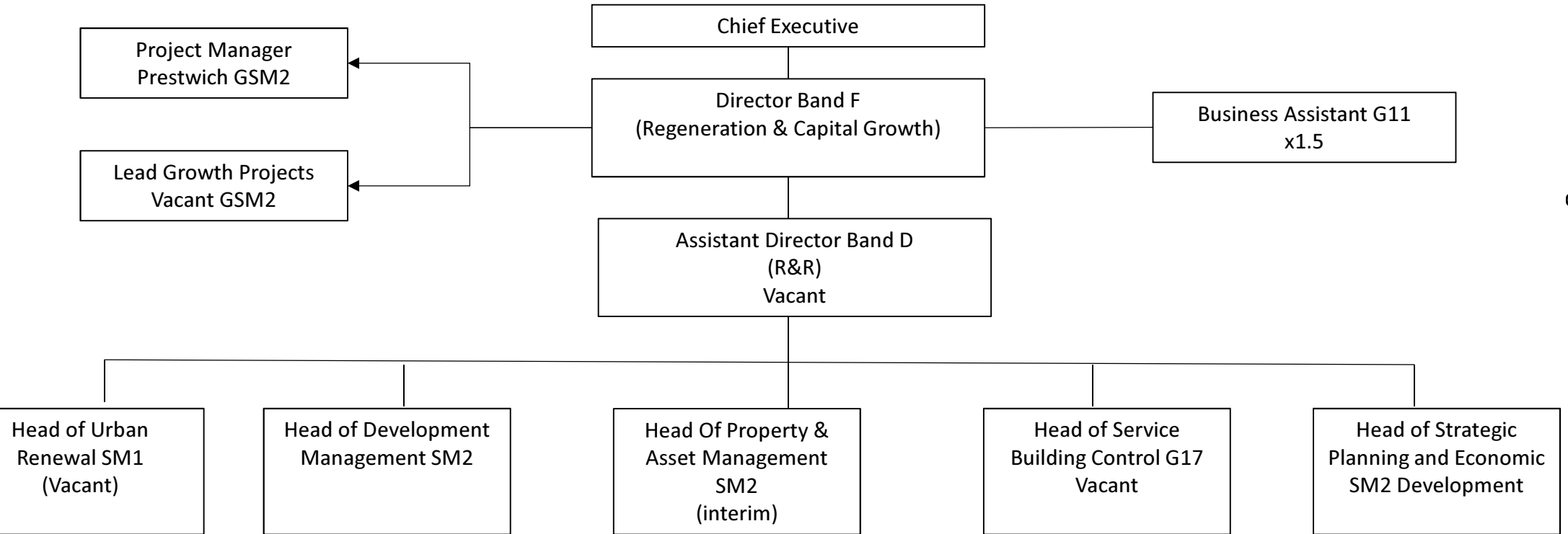
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Appendix A – BGI Structure Charts

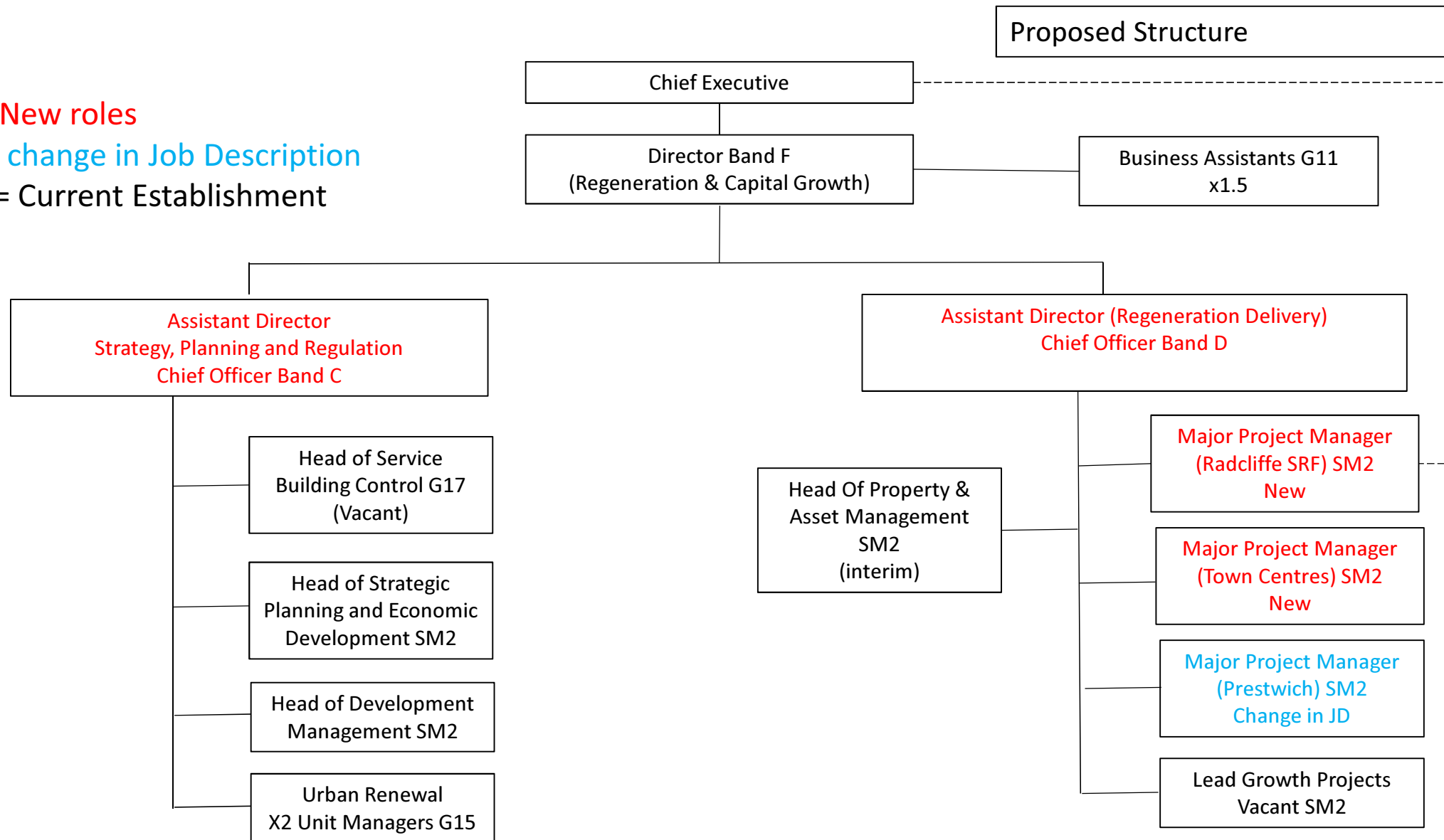
Business, Growth and Infrastructure Department

July 2020

Original Structure – June 2020



KEY:
Red = New roles
Blue = change in Job Description
Black = Current Establishment



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JOB DESCRIPTION

Post Title: Assistant Director Strategy, Planning and Regulation.	
Department: Business, Growth and Infrastructure.	Post No:
Division/Section: Strategy, Planning and Regulation.	Post Grade: Chief Officer Band C
Location: The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role.	Post Hours: 37
Special Conditions of Service: <p>The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can include attending events or meetings outside of normal working hours and working agilely from different offices or home as appropriate.</p> <p>This role will be politically restricted.</p>	
Purpose and Objectives of Post: <p>The post holder will be responsible for:-</p> <ul style="list-style-type: none"> • Leading on the strategic planning of the Borough. This will include having responsibility over the statutory planning functions of Development Plans and Development Management and Planning Enforcement as well as key regulatory functions including Building Control and Urban Renewal. • Leading on key strategic initiatives including the Greater Manchester Spatial Framework (GMSF) and the plans for the Northern Gateway. • Planning future infrastructure investments and balance the needs for quality new housing and commercial land with a desire to maintain high quality green spaces. • Leading on the future planning of our town centres. This will involve working with public and private stakeholders to develop a range of vision and masterplanning documents which set the agenda for the future of our key centres. • A wide range of property regulatory functions to include statutory planning, building control and urban renewal teams and must ensure these services are able to deliver their statutory duties effectively • Managing key relationships with the Greater Manchester Combined Authority (GMCA) and Transport for Greater Manchester (TfGM) in delivering strategic planning and infrastructure projects and plans. This includes strategic transport planning initiatives, helping to secure major transport investment in Bury, such as the Interchange. 	

- Delivering high performance by establishing clear expectations and standards in line with the Council's performance management requirements; monitoring and increasing productivity and reporting on achievement, ensuring services are delivered effectively and efficiently to the highest standards; including financial, risk, people and change management.
- To support elected members as local leaders, developing strong working relationships with elected members to understand their needs; as appropriate, providing high level advice and support to them that will contribute to the Council's performance.

Accountable to: The Chief Executive.

Immediately Responsible to: Director of Regeneration and Capital Growth.

Immediately Responsible for: All staff within the remit of the post.

Relationships: (Internal and External)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Key relationships with GMCA and TFGM in delivering strategic planning and infrastructure projects and plans. • Relationships with national bodies such as Highways England and utility infrastructure providers. • Developers, contractors, investors and other private sector bodies. • Town Centre Recovery Boards and key strategic landowners. • Management of Internal Teams (Strategic Planning, Development Management, Building Control, Urban Renewal). • Relationships with external consultancies and advisory companies undertaking masterplanning, viability and other technical studies | <ul style="list-style-type: none"> • Leader of the Council, Portfolio Holder, Cabinet Members(s), Deputies and Opposition Spokespersons. • All Members of the Council. • All Executive Directors and Chief Officers of the Council and CCG. • Members of Parliament. • Members of the Public. • All employees across the Council/CCG. |
|--|---|

Control of Resources:

- Financial**
- Significant staffing budgets.
 - Control of deployment of S106 funding.
 - Discretionary grant funding secured to deliver objectives.
 - Control over Council funding required to support strategic planning exercises.
- Personnel**
- Control, discipline, training and direction of all employees responsible for
 - Responsible for the management, direction and deployment of all resources within area of responsibility.
- Equipment**
- Ultimate responsibility for all equipment used within area of responsibility.
- Health/ Safety**
- Health, Safety and Welfare of all employees within area of responsibility.

Duties and Responsibilities:

- Lead on the future strategic planning of the Borough. This will include responsibilities for our participation in the creation of a GMSF at a regional level. This will require not only a strong strategic grasp of the issues and an understanding of the evidence base, together with a level of political skill in providing advice to senior officers and politicians.
- Lead on the strategic planning of the Northern Gateway, one of the largest emerging planned land releases in the UK, which will open-up major development opportunities for the Borough. The post holder will have to grasp the challenges of strategically planning the future of the area with neighbouring authorities, landowners, national bodies and the GMCA.
- Provide leadership across a number of key regulatory functions. These include ensuring:
 - the statutory Development Management function is delivered in an effective manner;
 - the adoption and delivery of statutory Development Plans (including the GMSF and Bury's Local Plan);
 - the Building Control functions effectively;
 - that standards are met in the private rented sector through the work of Urban Renewal.
- Lead on the various elements that cut across these functions encompassing strategic physical and social infrastructure, flood defences, transport planning and securing s106 contributions from developers.
- Work with the Assistant Director Capital Development and Delivery to ensure that we have comprehensive regeneration proposals for key locations.
- Oversee the work of the Town Centre Economic Recovery and Growth Boards
- Support the project leads in creating action plans for the various centres

- Delivering high performance by establishing clear expectations and standards in line with the Council's performance management requirements; monitoring and increasing productivity and reporting on achievement, ensuring services are delivered effectively and efficiently to the highest standards; including financial, risk, people and change management.
- To support elected members as local leaders, developing strong working relationships with elected members to understand their needs; as appropriate, providing high level advice and support to them that will contribute to the Council's performance.
- To lead, motivate, direct, manage and develop staff ensuring strategic and operational priorities and work plans are delivered.
- Take an active role in Greater Manchester maximising benefit for Bury from the wider city region.
- To deputise for the Director of Regeneration and Capital Growth as required.
- To propose and/or carry out other responsibilities as agreed by the Council and commensurate with the grade of the post.

Standard duties

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee who may have his/her Trade Union Representative present if so desired (see paragraph 203 of supplemental Conditions of Service)

Job Description prepared by: Paul Lakin, Director of Regeneration and Capital Growth	Sign:	Date: 17 June 2020
Agreed correct by Post holder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR BUSINESS, GROWTH AND INFRASTRUCTURE
Assistant Director Development and Delivery

SHORT LISTING & INTERVIEWING CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Educated to degree level or with a relevant professional qualification, with evidence of continued professional development.	✓	
Member of the RICS.???		✓
Evidence of continued professional, managerial and personal development.	✓	
Knowledge and Skills		
The postholder will be able to demonstrate an extensive knowledge of the planning system and will be able to plan future infrastructure investments and balance the needs for quality new housing and commercial land with a desire to maintain high quality green spaces.	✓	
Fundamental grasp of the UK planning system, with an in-depth understanding of the national, regional and local planning regimes.	✓	
Detailed understanding of the issues associated with funding new infrastructure and value-capture mechanisms.	✓	
Support the building of evidence required to support the GMSF through its approval processes.	✓	
Understanding of the need to create new employment and housing land whilst understand the pressures to preserve the green spaces.	✓	
Understanding of wider infrastructure issues such as power, utility, highways, flooding, water supply and the role of planning in reducing carbon use.	✓	
Strong understanding of the changing roles and natures of our High Streets and the need to future proof our key centres through processes of external change.	✓	
Strong leadership skills and demonstrable ability to lead, motivate and manage multi-disciplinary teams.	✓	

Strong interpersonal, influencing and negotiating skills to initiate and develop positive and effective working relationships locally, regionally and nationally.	✓	
Proven analytical capabilities and to think and plan strategically, corporately, with a creative approach to problem solving, applying sound judgement to make decisions and delivery with competing deadlines.	✓	
Knowledge of programme and project methodologies and the proven ability to manage projects and programmes.	✓	
Ability to show resilience and resourcefulness in the face of highly complex challenges.	✓	
Understanding of the national and local political context and experience of analysis and providing appropriate advice to a complex range of stakeholders.	✓	
Experience	✓	
Strong experience of developing an evidence based approach towards strategic planning.	✓	
Evidence of being able to lead partnerships approaches towards new development.	✓	
Experience of commissioning masterplans and other types of high-level planning exercises.	✓	
Experience of leading across a number of key regulatory functions.	✓	
A proven track record of working at a senior level, demonstrating organisational culture, values and behaviours in your leadership approach.	✓	
Proven experience of leading teams with relevant specialisms in a large and complex organisation.	✓	
Experience of reporting progress on a major scheme to supervisory Board.	✓	
Evidence of successful resource, financial and project management and applying rigorous monitoring and control procedures.	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
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Test/Presentation

Excellent oral and written communication skills, including the ability to express complex ideas in simple terms. Presentation, influencing and networking skills and evidencing previous track record and experience.

**Assessment
Centre**

Demonstration of technical capability including knowledge of the planning system and experience of strategic planning.

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JOB DESCRIPTION

Post Title: Assistant Director (Regeneration Delivery)	
Department: Business, Growth and Infrastructure.	Post No:
Division/Section: Development and Delivery.	Post Grade: Chief Officer Band D
Location: The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role.	Post Hours: 37
Special Conditions of Service: The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can include attending events or meetings outside of normal working hours and working agilely from different offices or home as appropriate. This role will be politically restricted.	

Purpose and Objectives of Post:

The post holder will be responsible for:-

- Driving forward our major physical regeneration proposals as well as bringing a commercial approach to our land and property assets.
- Driving forward our area based regeneration programmes in Prestwich, central Bury and Radcliffe, as well as contributing to the working-up of schemes elsewhere in the Borough.
- Devising commercial strategies to increase economic activity and income on the Council's own land holdings, as well as working strategically with other public land and building owners in the Borough through the One Public Estate programme.
- Overseeing the delivery of new Council owned buildings and developments as a part of our investments in key regeneration projects.
- Building strong networks and connections to investors and funders to drive forward new growth and development.
- Leading the work on converting masterplans and site plans into commercial development propositions.
- Managing our business liaison functions, ensuring a strong link between our business base and the wider regeneration plans in the Borough.
- Embedding the employment, health and skills agenda in to wider economic and inward investment to facilitate a strong skills for our workforce and businesses.
- Identifying and bidding for available regional and national funding opportunities.

- Delivering high performance by establishing clear expectations and standards in line with the Council's performance management requirements; monitoring and increasing productivity and reporting on achievement, ensuring services are delivered effectively and efficiently to the highest standards; including financial, risk, people and change management.
- To support elected members as local leaders, developing strong working relationships with elected members to understand their needs; as appropriate, providing high level advice and support to them that will contribute to the Council's performance.

Accountable to: The Chief Executive.

Immediately Responsible to: Director of Regeneration and Capital Growth.

Immediately Responsible for: All staff within the remit of the post.

Relationships: (Internal and External)

- | | |
|--|--|
| <ul style="list-style-type: none"> • Key relationships with legal, procurement, finance and other internal parts of the Council involved in the development process. • Client relationships with professional teams working on major regeneration schemes. • Developers, investors and other private sector bodies. • Area Recovery Boards and the Bury Business Leadership Group. • Management of Internal Teams (Project Managers of major schemes, Business Support Team, Asset Management) involved in the development process. | <ul style="list-style-type: none"> • Portfolio Holder, Cabinet Members(s), Deputies and Opposition Spokespersons. • All Members of the Council. • All Executive Directors and Chief Officers of the Council and CCG. • Members of Parliament. • Members of the Public. • All employees across the Council/CCG. • Greater Manchester Combined Authority. • Contractors. |
|--|--|

Control of Resources:

- Financial**
- Significant staffing budgets.
 - Project budgets for major regeneration schemes.
 - Discretionary grant funding secured to deliver regeneration objectives.
 - £m budgets to implement public hub buildings and other Council retained developments within wider schemes.
 - Significant professional fee budgets associated with securing development.
- Personnel**
- Control, discipline, training and direction of all employees responsible for
 - Responsible for the management, direction and deployment of all resources within area of responsibility.
- Equipment**
- Ultimate responsibility for all equipment used within area of responsibility.
- Health/Safety**
- Health, Safety and Welfare of all employees within area of responsibility.

Duties and Responsibilities:

- Drive forward the delivery of key regeneration schemes in the Borough, ensuring that:
 - A clear development proposition has been generated.
 - Funds are in place to engage in meaningful pre-development activity.
 - Financial models for delivery are in place and have been agreed internally.
 - Delivery contracts are in place and these have been procured in compliance with Council systems and within our legal operating procedures.
 - Projects onsite have adequate oversight that Member and community engagement is managed and any performance issues that arise are managed.
- Lead a fundamental review of the Council's commercial property assets:
 - Bring forward investment propositions to increase revenues from our commercial estate.
 - Bring forward wider transformation programmes on larger land plots.
 - Bring forward a series of managed disposals achieving regeneration and financial objectives.
 - Seek to achieve regeneration objectives through redevelopment of property assets.
- Lead the implementation of One Public Estate activities.
 - Identify commercial opportunities for shared space and bring forward development propositions.
 - Implement the Neighbourhood Asset Review recommendations to create consolidated estate and to seek to utilise decanted space.
- Lead the inward investment efforts of the Council identifying land and property solutions for investors, and create links to the Bury Business Leadership Group.

- Oversee the business relations function ensuring that we stay close to key and growing businesses in the Borough, and that our development planning reflects their growth needs and aspirations.
- Lead client role for the Council's new investments in public buildings and facilities, to include ensuring that development contracts are fit for purpose and contractors perform.
- Develop social benefit contracts for major contractors involved in schemes in Bury.
- Lead on inward investment and relationships with key businesses.
- To ensure areas of activity are closely aligned with the Bury 2030 strategy.
- To lead, motivate, direct, manage and develop staff ensuring strategic and operational priorities and work plans are delivered.
- Take an active role in Greater Manchester maximising benefit for Bury from the wider city region.
- To ensure the positive town centres management of Bury Town Centre and surrounding town centres.
- Promoting the growth of new enterprises and retaining and promoting economic activity in Bury and creating employment opportunities for Bury.
- To deputise for the Director of Regeneration and Capital Growth as required.
- To propose and/or carry out other responsibilities as agreed by the Council and commensurate with the grade of the post.

Standard duties

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee who may have his/her Trade Union Representative present if so desired (see paragraph 203 of supplemental Conditions of Service)

Job Description prepared by: Paul Lakin, Director of Regeneration and Capital Growth	Sign:	Date: 17 June 2020
Agreed correct by Post holder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR BUSINESS, GROWTH AND INFRASTRUCTURE

Assistant Director Regeneration Delivery

SHORT LISTING & INTERVIEWING CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Educated to degree level or with a relevant professional qualification, with evidence of continued professional development.	✓	
Member of the RICS.		✓
Evidence of continued professional, managerial and personal development.	✓	
Knowledge and Skills		
Strong leadership skills and demonstrable ability to lead, motivate and manage multi-disciplinary teams.	✓	
Strong commercial know-how and track record of successfully delivering commercial property solutions.	✓	
Good grasp of the dynamics of different commercial property occupier markets (retail, hotel, leisure etc).		✓
Detailed understanding of the whole development process from inception through to completion.	✓	
High level of financial literacy – able to understand in depth property appraisals and how value is created.	✓	
Strong interpersonal, influencing and negotiating skills to initiate and develop positive and effective working relationships locally, regionally and nationally.	✓	
Proven analytical capabilities and to think and plan strategically, corporately, with a creative approach to problem solving, applying sound judgement to make decisions and delivery with competing deadlines.	✓	
Knowledge of programme and project methodologies and the proven ability to manage projects and programmes.	✓	
Ability to show resilience and resourcefulness in the face of highly complex challenges.	✓	

Understanding of the national and local political context and experience of analysis and providing appropriate advice to a complex range of stakeholders.	✓	
Experience	✓	
A proven track record of working at a senior level, demonstrating organisational culture, values and behaviours in your leadership approach.	✓	
Proven experience of leading teams with relevant specialisms in a large and complex organisation.	✓	
Credible evidence of delivering additional revenues through proactive asset management and development.		✓
Experience and understanding of how to structure property legal agreements, wider understanding of property legal issues.	✓	
Experience of reporting progress on a major scheme to supervisory Board.	✓	
Significant experience in managing contractors, built environment specialists and construction contractors.		✓
Track record of engagement with the business community and an understanding of the role they can play in promoting inward investment.	✓	
Evidence of successful resource, financial and project management and applying rigorous monitoring and control procedures.	✓	
Experience of seeking out and maximising external funding opportunities.	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Test/Presentation	Excellent oral and written communication skills, including the ability to express complex ideas in simple terms. Presentation, influencing and networking skills and evidencing previous track record and experience.
Assessment Centre	Demonstration of commercial skills and technical capability.

JOB DESCRIPTION

Post Title: Major Projects Manager	
Department: Business, Growth & Infrastructure	Post No:
Division/Section: Economic Regeneration & Capital Growth	Post Grade: SM2
Location: 3 Knowsley Place, Duke Street, Bury, BL9 0EJ	Post Hours: 37
Special Conditions of Service: 2 Year Fixed Term Contract (extendable subject to ongoing major capital programmes) The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can mean working outside of standard working hours.	
Purpose and Objectives of Post: This is a unique opportunity to play a leading role in delivering a single integrated plan for the strategic redevelopment of key town centres and economic sites within the Borough of Bury. You will be responsible for the delivery of the Council's continued ambitions to regenerate a key centre or place. You will lead on public consultation, working closely with the external partners and local stakeholders to ensure that we are delivering something the people of a particular area want. You will have the role of co-ordinating all the Council's input into the delivery of key capital development scheme including legal, procurement, transport and operations. You will specify the Council's operational requirements and will also maintain internal communications on the progress of the schemes. The post-holder will need to have experience of driving forward a portfolio for capital projects.	
Accountable to: Director of Regeneration & Capital Growth	
Immediately Responsible to: Assistant Director (Regeneration Delivery)	
Immediately Responsible for: Contractors, consultants and advisors and any project staff retained	
Relationships: (Internal and External) Responsible for the day to day management of a portfolio of capital projects in a specified town centre and economic location, which will likely include development of a new civic or public facilities in line with the Council's neighbourhood asset strategy. The post holder will manage inputs from across the entire organisation including legal, finance, procurement, assets and others. The postholder will be responsible for updating the Growth Board, Elected Members, Chief Executive, Executive Team, Senior Managers, Departmental Staff, Trade Unions on project progress. External relations will include oversight and day to day responsibility for the the GMCA, commercial investment partners, agents and other property professional bodies. Investors, Businesses, Partner Organisations, Six Town Housing - Arms Length Management	

Organisation (ALMO), other stakeholders.

Control of Resources:

The post holder will be responsible for co-ordinating the deployment of resources associated with the Council Capital budgets.

Duties/Responsibilities:

- Manage and coordinate the projects and programmes of work that will help to deliver the ambitions of the Bury 2030 Strategy.
- Act as lead for the Council on a portfolio of capital projects which will likely be geographically clustered and take ownership of the multi-year strategy to deliver the key projects (these can may include new public buildings, commercial estate, retail and leisure facilities and bespoke opportunities that are unique to a particular place.)
- Provide professional support to other major capital projects being delivered in a particular place, these could be highways, schools, housing or other types of capital or infrastructure investment.
- Take ownership of managing individual development appraisals and update the financial forecasts on a regular basis. Lead on holding the strategy for the future development planning of the specific place you are assigned as development lead. .
- Create a phasing plan for re-development programmes – demonstrating an understanding of the financial implications of changes to the plan.
- Prepare business and investment cases in circumstances where the Council will act as a direct investor.
- Work with potential commercial and private investors and strike deals where the objectives of the areas strategic regeneration plans can be met and a commercial case for land disposal exists.
- Manage any agreements, negotiate their input and ensure they are delivering according to the agreed programme of activity. Where activity is not completed to the agreed standard challenge and seek improvement.
- Put in place the required Project Management provisions necessary to support direct development projects, negotiate and sign-off all externally generated professional inputs (structural engineers, landscape architects, Building Contracts etc) to ensure value for money and ensure proper scrutiny of their work ahead of signing off claims.
- Provide updates and information on the progress of key schemes to the newly created governance arrangements for your assigned place and provide input into the Council's programme office.
- Support on compiling briefings for the Chief Executive, Leader and wider service for all Greater Manchester meetings, reading all papers and holding regular briefing sessions.
- Be responsible for the development and management of the forward plan for council committees including Cabinet and Scrutiny Committee through liaison with the Department and Democratic Services.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules
- Provide regular briefings and updates to the Leader of the Council, the Chief Executive,

MP's and local ward councillors as well as community groups and key local stakeholders.

- Work to develop financial options for each phase – identifying options for external financial input and preparing investment case papers for the Council. Establish the viability of individual elements of the scheme – prepare detailed papers for the Council to bring forward individual development options.
- Liaise with end-users and potential investors, work with GMCA inward investment agencies and other bodies to secure tenants and commercial interest in the schemes which you are promoting.
- Identify bespoke opportunities for Council investment (to include potential joint ventures). Lead on implementing area development proposals, ensuring key internal staff are engaged from an early stage.
- Organise Project Boards Meetings ensuring action plans are in place and all parties work is co-ordinated and agreed.
- Report progress to the Growth Board and be responsible for internal project progress reporting, risk registers and milestone plans.
- Manage the project budgets, approving expenditure up to agreed limits. Provide regular updates on the overall programme budget, individual project budgets and the management and administration budget.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- **Health and Wellbeing** -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:



DEPARTMENT FOR BUSINESS, GROWTH AND INFRASTRUCTURE

Major Projects Manager

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Degree educated or with a relevant professional qualification, with evidence of continued professional development	✓	
RICS qualified		✓
Direct experience of working in a management capacity on a major mixed-use regeneration programme	✓	
Strong commercial know-how and evidence of understanding commercial property development	✓	
High level of financial literacy – able to understand in depth property appraisals and how value is created	✓	
Relevant experience of managing multiple stakeholders involved in a property regeneration scheme		✓
Experience and understanding of how to structure property legal agreements	✓	
Good grasp of the dynamics of different commercial property occupier markets (retail, hotel, leisure etc)		✓
Experience of reporting progress on a major scheme to supervisory Board	✓	
Significant experience in managing contractors, built environment specialists and construction contractors		✓
Strong leadership skills and demonstrable ability to lead, motivate and manage multi-disciplinary teams	✓	
Strong interpersonal, influencing and negotiating skills to initiate and develop positive and effective working relationships.	✓	
Ability to show resilience and resourcefulness in the face of highly complex challenges	✓	
Knowledge of programme and project methodologies and the proven ability to manage projects and programmes	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Assessment Centre	Review of a detailed project appraisal with the requirement to pick-out key points for consideration
Interview	Can describe the development process from project inception to completion
	Can describe examples of projects they have worked on – and specify their personal role
	Able to demonstrate commercial knowledge – giving examples of how value is created on a large mixed-use regeneration scheme
	Can describe the challenges of working directly on a major regeneration scheme
	Can describe the challenges in delivering offices, hotels, cinemas as part of a multi-let scheme

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REPORT FOR DECISION



DECISION OF:	Human Resources and Appeals Panel
DATE:	30 July 2020
SUBJECT:	Childrens Services – Corporate Parenting Development Officer
REPORT FROM:	Sue Harris
CONTACT OFFICER:	Sue Harris Strategic Lead Corporate Parenting
TYPE OF DECISION:	HUMAN REOURCES AND APPEALS PANEL
FREEDOM OF INFORMATION/STATUS:	Public Domain
SUMMARY:	To create a new post on the staffing establishment within Childrens Services.
OPTIONS & RECOMMENDED OPTION	To establish a post of Corporate Parenting Development Officer within Childrens Services and therefore permanent recruitment can commence as per HR guidance.
IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with the Policy Framework? Yes
Statement by the S151 Officer: Financial Implications and Risk Considerations:	The cost of the proposal can be met from within existing staffing budgets within the service. These will need to be reprofiled to reflect the proposed amended structure.
Equality/Diversity implications:	n/a
Considered by Monitoring Officer:	Yes Comments There are no legal implications arising from this report.
Wards Affected:	All
Scrutiny Interest:	No

LK

JW

TRACKING/PROCESS**DIRECTOR:**

Joint Executive Team/CCMT	Cabinet Member/Chair Briefed	Ward Members (if necessary)	Partners
Scrutiny Committee	Other Committee	Council	Comms
	HRA 30.07.20		

1.0 BACKGROUND *[brief]*

The Corporate Parenting Development Officer post has been a temporary post, this has been developed to respond to changes in legislation due to the Children and Social Work Act 2017 where the corporate parenting function is now a statutory function of the council.

This post has been instrumental in driving forward the statutory and strategic agenda regarding improving the corporate parenting responsibility across the whole council and CCG. This post has increased the profile of corporate parenting, children in care and care leavers in Bury.

It is proposed to make this post permanent and to progress the recruitment to the post.

This post has been confirmed at at Grade 10.

2.0 ISSUES *[brief]*

This post is currently a temporary it has served to increase the strategic focus on Corporate Parenting as a whole across the council and CCG. Permanent recruitment will be progressed if the post is agreed as permanent adhering to recruitment HR policies and procedures.

3.0 CONCLUSION *[brief]*

The case for making this post permanent has been evidenced by the increased focus on Corporate Parenting in the Council, CCG and the contribution that has been made and the development work undertaken regarding corporate parenting over the last 12 months.

Funding to make this post permanent is available by moving staffing budgets, the post has been graded at a Grade 10. If this post is made permanent then permanent recruitment would progressed adhering to recruitment, HR policies and procedures.

List of Background Papers:-

Appendices:

Job Description and Person Specification.
Grading confirmation
Structure Chart



CP JD.doc



Corp Parenting
Development Of...

Contact Details:-

Sue Harris - Strategic Lead Corporate Parenting
Childrens Services



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JOB DESCRIPTION

Post Title: Corporate Parenting Development Officer	
Department: Children, Young People and Families	Establishment/Post No:
Division/Section:	Post Grade: 10
Location: Knowsley Place	Post Hours: 23hrs
Special Conditions of Service: <ul style="list-style-type: none"> ▪ Flexi time scheme in operation ▪ To work outside of normal office hours where required e.g. to attend evening meetings ▪ Ability to travel in and outside Bury ▪ Car allowance payable where applicable in accordance with the authorities policies ▪ Carry colleagues as passengers where required ▪ To work flexibly in accordance with the Authority's procedures e.g. Home Working, Mobile Working and to 'hot-desk' where required 	
Purpose and Objectives of Post: <p>To support and lead on the implementation, development and monitoring of the care leaver offer</p> <p>To support and lead on the design, production and updating of the Care Leaver Offer Website</p> <p>To develop, design and lead on a corporate parenting champions network within the Council and its partners and be a corporate parent champion</p> <p>To raise the profile of Corporate Parenting across the Council and its partners and to support the Corporate Parenting Board to achieve its priorities</p> <p>To research, plan, develop and implement effective plans and reports as required to support children in care, care leavers and corporate parenting</p> <p>To support and lead on the development of events, promotion and marketing events for Fostering, Corporate Parenting, Children in Care and Fostering</p>	
Accountable to: Assistant Director of Children, Young People and Families Strategic Lead Placement Services	

Immediately responsible to:
Strategic Lead Placement Services

Immediately responsible for:
None

Relationships: (Internal and External)

Internal

Children, Young People & Families Management Team
Children, Young People & Families Managers and staff
Corporate Parenting Board Members
Other Local Authority staff
Elected Members

External

Members of the public
Users of the service and their carers/families
Staff in other authorities
Staff within other agencies, e.g. NHS Bury
Voluntary and community groups
Providers
Outside agencies such as Department of Health

Control of Resources:

Management of delegated resources as defined by the Strategic Lead Placement Services

Duties/Responsibilities

1. To support and lead on the development of a care leaver offer and care leaver offer website. This includes leading on the implementation, launch, updating and monitoring of the Care Leaver Offer/Care Leaver Offer Website.
2. To lead and support the continued development and enhancement of the Care Leaver offer through developing partnerships and negotiations with external and internal providers, agencies and partners.
3. To achieve better quality of life outcomes for children and young people in care (CYiP) and care leavers through:
 - Ensuring that the care leaver offer delivers effective, evidence based support and interventions that demonstrate impact and outcomes
 - Continually enhance the care leaver offer by supporting and implementing partnership and commissioning arrangements working across all relevant council, health and partner agencies
 - Listen to the voice of care leavers to ensure the care leaver offer is relevant and valuable
 - To monitor that the Promise to CYiC is being implemented through the Corporate Parenting Board and the Corporate Parenting Champion Model
 - To monitor that the Care Leavers Charter is being implemented through the Corporate Parenting Board and the Corporate Parenting Champion Model
4. To be responsible for maximising opportunities to enhance the care leaver offer and the experiences available for CYPiC
5. Plan, organise and prioritise work through project management discipline, delivering key milestones, ensuring accurate and timely reporting, identifying risks and adjusting plans accordingly
6. To be responsible for reviewing and monitoring the impact of the care leaver offer, corporate parenting priorities, corporate parenting e-learning, publicity campaigns and the champions network and any other relevant areas
7. To contribute to, support and, where appropriate, lead on the priorities of the Corporate Parenting Board to ensure that CYPiC and Care Leavers are included in future developments, policies and plans.
8. To lead on the development of a Corporate Parenting Champions Network across the Council and wider partners
9. To review, evaluate and develop the Corporate Parenting Strategy and LAC Strategies as required.

10. To be a corporate parenting champion across Bury, to involve developing wide networks, partnerships and relationships to address the challenges for CYPiC and Care Leavers
11. To lead on the production, development and implementation of a Corporate Parenting e-learning awareness package for council employees and wider partners.
12. To develop and implement effective monitoring and evaluation systems for all elements of the corporate parenting champions network and corporate parenting e-learning course to ensure it is monitored effectively and efficiently, establishing clear and transparent evaluation to allow oversight by the corporate parenting board and other stakeholders
13. To work with partners to look at new ways to recruit volunteers, offer new experiences to care leavers and children in care and promote the needs and aspirations of CYPiC and Care Leavers
14. To promote and raise awareness of corporate parenting, care leavers and children in care through the production of newsletters, press releases, events and activities
15. To carry out research and data analysis, in line with the needs and priorities of the Corporate Parenting Board and the wider Department.
16. To provide thematic intelligence related to strategic priority areas, as and when required.
17. To develop and implement effective monitoring and evaluation systems for all elements of the care leaver offer to ensure it is monitored effectively and efficiently, establishing clear, transparent evaluation to allow oversight and scrutiny by senior management, corporate parenting board and other stakeholders
18. To proactively support the Management Team in the development and promotion of all initiatives, at strategic boards, raising awareness and opportunities for CYPiC and Care Leavers across the council and its partners.
19. To ensure the interests, needs and views of children and young people in care, care leavers, carers, and their families and, where appropriate, the population of Bury are central to all plans. To work with existing and future service user groups and undertake consultation wherever appropriate.
20. To follow reporting requirements within CYP&F, the Council and wider are fulfilled.
21. To ensure governance arrangements are implemented and understood across the Department
22. To maintain effective networks with external agencies such as in OFSTED, DofE, NICE, Audit Commission to ensure that the Department receives good quality advice and support, and incorporates best practice into plans.

Partnerships

23. To develop and support key partnerships which promote the development and implementation of enhanced offers for CYPiC and CLs
24. To represent the Corporate Parenting Board, Care Leavers, Children in Care and Fostering Teams at local, regional and national meetings and events and where required to provide feedback to the Senior Management Team and other members of the Department
25. To ensure effective engagement of children and young people in care, care leavers, corporate parents, carers and their families
26. Ensure effective links with internal and external partners and key stakeholders
27. To liaise and provide briefing notes and reports to: Senior Managers, Lead Officers and Cllr leads on strategy development, services, new initiatives and priorities
28. To develop effective relationships with officers in health, housing, and other relevant areas to ensure achievement of the departments key priorities.
29. To develop effective relationships with partners outside the council including voluntary sector, foster carers, private providers, volunteers, and other relevant areas to ensure achievement of the departments key priorities.
30. To contribute to the development and implementation of plans so that children and young people in care, care leavers, corporate parents, carers, families, advocates and the general population are engaged in the processes.
31. Look to identify new funding opportunities, in particular those opportunities which add value to local services / community groups / VCFS organisations.
32. Research and develop local relationships with a wide range of providers, stakeholders, agencies and VCFS organisations.
33. Stay appropriately networked and keep abreast of trends, news, events and deadlines, so that all possible, new or enhanced opportunities are exploited.

Health and Safety responsibilities

1. To carry out work in a manner that does not place the health and safety of yourself or others at unnecessary and/or inappropriate levels of risk.
2. To fully co-operate with the Department's and the Council's managers in all matters relating to occupational health and safety
3. To ensure that the Department's and the Council's health and safety arrangements are applied.
4. To report any damage to equipment and shortcomings in local arrangements to a supervisor or line manager.
5. To ensure that appropriate management or organisational representatives are informed of; any apparent cases of serious or imminent danger, situations which present a significant risk to health or safety, and any shortcomings in departmental and/or organisational arrangements

Corporate Responsibilities:

1. To contribute to the overall management of the department and the council through contributions to corporate activities, e.g. working groups, organising events.
2. To support the Emergency Planning Welfare Team and respond to emergencies as required
3. To perform any other duties as may be required commensurate with the salary and the grade.

Limits of Authority:

Within the framework of Council and Departmental policies and instructions, and subject to the overriding authority of his/her line manager, the officer holding this post is authorised to undertake all duties appertaining to the areas of work outlined above

Organisational Competencies:

Customer Care – To continually review, develop and improve systems, processes and services in support of the Council’s pursuit of excellence in service delivery. To recognise the value of its people as a resource

Valuing Diversity – To be responsible for contributions to the achievement of the Authority’s Valuing Diversity Policy, both in your work and through the implementation of action plans. To provide a supportive open environment where all employees have the opportunity to reach their full potential. To ensure that the Elected Members are encouraged to share in and reflect policy in their work

Developing Self and Others – To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development

To ensure that appropriate management or organisational representatives are informed of; any apparent cases of serious or imminent danger, situations which present a significant risk to health or safety, and any shortcomings in departmental and/or organisational arrangements.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties should be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign	Date
Job Description agreed by Post holder:	Sign	Date
Agreed by Supervisor/ Chief Officer:	Sign	Date



PERSON SPECIFICATION

Corporate Parenting Development Officer

SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Degree/and/or significant experience	✓	
Experience of working in a social care/health or related field	✓	
Good understanding of the relevant legislation and government policy relating to children in care/care leavers	✓	
Experience and knowledge of project management methodology	✓	
Experience and understanding of effective multi-agency partnership working	✓	
Relevant experience of handling data and applying research techniques to develop recommendations and conclusions		✓
Ability to foster partnerships and work collaboratively across organisational boundaries	✓	
Ability to negotiate, persuade and influence partners, providers and colleagues	✓	

Excellent written and verbal communication skills including presentation and report writing	✓	
Excellent interpersonal skills including the ability to work effectively with a range of people and agencies and as part of a team	✓	
Confidence and ability to check and challenge existing systems, processes and the way of working		✓
Self directed, well organised with the ability to effectively manage their time and workload, and to meet tight deadlines	✓	
Analytical and problem solving skills with the ability to gather, organise and communicate information.	✓	
Ability to apply anti-discriminatory/equal opportunities practices in practice	✓	
Computer literate and able to use basic packages such as Word, e- mail and the internet, and have an understanding of the use of spreadsheets and databases	✓	
Enhanced DBS	✓	



CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Interview	An understanding of issues affecting children and young people in care
Interview	An understanding of current legislation and policy relating to the children and young people in care
Interview	Ability to develop effective working relationships with children in care, care leavers, carers, families, service providers and other agencies.
Interview	Excellent written and verbal communication skills
Interview	Ability to work on own initiative, determine priorities, meet deadlines and effectively manage workload
Interview	Ability to analyse data and effectively communicate information

Job Evaluation information

JE Ref	Z5760	Directorate	CYPC	Date	02/05/2019
Type	Moderation	Reason	New Post		
Unit	Social Care				
Job Title	Corporate Parenting Development Officer				
Panel members				Consistency checks	

Factor	Points	Comments
Knowledge	121	
Mental Skills	52	
Interpersonal Skills	52	
Physical Skills	26	
Initiative & Independence	65	
Physical Demands	10	
Mental Demands	40	
Emotional Demands	20	
Responsibility for People	52	
Responsibility for Supervision	26	
Responsibility for Financial Resources	13	
Responsibility for Physical Resources	39	
Working Conditions	10	
Grade	Total	Notes
10	526	

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