

JOB DESCRIPTION

Post Title: Partnership Co-ordinator	
Department: Corporate Core	Post No:
Division/Section: Partnerships	Post Grade: 15 (provisional, subject to moderation)
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
<p>Special Conditions of Service:</p> <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>Purpose and Objectives of Post:</p> <ul style="list-style-type: none"> • To Programme manage Bury 2030 delivery plans to ensure effective delivery across the Team Bury partnership • To develop enabling governance structures with Team Bury that enhance co-ordinated planning and subsequent delivery at a neighbourhood level, with a robustness to ensure local outcomes are being met • To programme manage the Bury Town of Culture events plan for the year to maximise this opportunity, ensure co-ordination of delivery, governance and promotion of activity, including foundations for cultural legacy as part of wider Bury strategy. • Drive refresh of service and individual performance management plans at the heart of rejuvenated corporate planning framework. 	
Accountable to: Chief Information Officer	
Immediately Responsible to: Partnerships and Community Strategy Manager	
Immediately Responsible for: Neighbourhood Funding Officer	

Relationships: (Internal and External)

Internal – Leader of the Council, Deputy Leader of the Council, Elected Members, Chief Executive, Joint Executive Team, Senior Managers, Departmental and wider corporate colleagues, Employee Groups (eg BAME), Trade Unions.

External – Members of the public, Employees of other Local Authorities, Partner Organisations, GMCA and GM Health and Social Care Partnership,

Control of Resources:

Proactive management of workforce within direct control and matrix management to ensure efficient deployment of capacity and capability to meet required objectives.

Effective use of ICT/ digital equipment and systems.

Responsible for effective management of budgets including the securing and managing of one-off grants and funding, such as GM schemes or specific Government initiatives

Other resources delegated to the post holder to support and deliver specific projects

Duties and responsibilities

- To programme manage the Bury 2030 delivery plans, from conception to evaluation, to ensure effective delivery across the Team Bury Partnership
- To develop clear, communicated and assured governance arrangements for Team Bury as a strategic leadership function and delivery programme to ensure effective use of resources delivering against agreed outcomes.
- To lead the arrangement and effective functioning of partnership meetings, fora and linkages into existing system governance for decision making, risk management and performance monitoring.
- Actively develop partnerships and relationships and activities that foster collaboration, trust and support for the effective delivery of services.
- Research and develop further (local) relationships with a wide range of providers, stakeholders, agencies and Voluntary, Community and Faith organisations, staying appropriately networked and abreast of trends, news, events and deadlines, so that all possible, new or enhanced opportunities are exploited.
- Ensure policy development is outcome focused, aligned to the vision and priorities of the organisation/Borough (leading the development/refresh of these as appropriate) so that assets and resources best utilised to deliver improvement for local people
- Ensure that officers and members understand the needs of our residents through regular analysis of feedback, community insight and by reporting intelligence in an efficient and understandable manner
- Programme manage the Bury Town of Culture annual events plan, ensuring co-ordination of delivery, governance and promotion of activity, including foundations for cultural legacy as part of wider Bury strategy.
- Deliver plans and procedures to raise national, regional and local policy updates across the authority and to wider stakeholders where necessary, including providing briefings for senior leadership (officers and Members)
- Co-ordinate the development of a new corporate planning framework including driving the refresh of service and individual performance management plans
- Strengthen briefing papers to and from JET officers, and senior partners, attending regional meetings (especially GMCA and GMH&SCP)
- Co-ordinate constructive consultation with all relevant stakeholders with respect to policy development, implementation and evaluation, including leading on Equality Impact Assessments
- Organising team(s) to deal with internal and external corporate reviews, including LGA peer reviews
- Ensuring strength and asset based approaches are embedded within Council service provision across communities and increasingly so across Public Sector Reform partners.
- Reviewing arrangements of neighbourhood grant funding and governance of £200k Anti Poverty Fund and £50k elected member discretionary budgets

- Build and maintain strong working relationships including with :
 - Elected Members to harness support in developing and implementing policy proposals and alignment with the Manifesto of the ruling party
 - Colleagues across regional partnerships to keep abreast of latest developments and feed Bury's views into these.
 - Local partner leads across 'Team Bury' to ensure synergy in Bury 2030 delivery plan implementation alligned to the GM Unified Public Services Plan and wider devolution agenda.
 - External partners to enhance Bury's offer, including the Local Government Association and APSE
- Prepare and present reports to Corporate Core Management Board and portfolio meetings; produce papers for Cabinet and Council Committees, such as Overview and Scrutiny and Audit Committee; and produce reports and briefings for Partnership Boards on policy developments.

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 CORPORATE CORE SERVICES

PARTNERSHIP CO-ORDINATOR

SHORT LISTING & INTERVIEWING CRITERIA	ESSENTIAL	DESIRABLE
Educated to degree level or with a relevant professional experience	✓	
Experience of working within a political environment providing balanced advice, inspiring trust and confidence on strategic and operational matters	✓	
Expert knowledge of the public sector reform agenda, especially in relation to Greater Manchester and experience of leading developments in this manner.	✓	
Evidence of extensively working effectively and collaboratively with a diverse range of professionals and partners, across organisational boundaries, with a proven track record of in delivering change and improvement	✓	
Evidence of leading innovative transformational change that delivers improved outcomes.	✓	
Excellent organisational and planning skills with proven ability to manage projects and programmes.	✓	
Experience of identifying opportunities and presenting creative and innovative ideas.	✓	
Strong and extensive experience of working with the voluntary, community and faith sector.	✓	
Ability to horizon scan, understand the local, regional and national public sector agenda with a track record of giving the appropriate strategic steer for senior officers and councillors.	✓	
A proven track record of working at a senior level, demonstrating organisational culture, values and behaviours in your leadership approach.	✓	
Evidence of leading innovative transformational change that delivers improved outcomes.	✓	
Proven analytical and problem solving capabilities.	✓	
Demonstrable understanding of Bury and its challenges.	✓	

Knowledge of programme and project methodologies and with proven ability to manage projects and programmes		✓
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