



JOB DESCRIPTION

Post Title:	Partnerships and Scrutiny Manager
Grade:	ME16
Division/ Section:	Policy, Strategy and Partnerships Team
Location:	Merton Civic Centre
Responsible to:	Head of Policy, Strategy and Partnerships
Responsible for:	2 x Scrutiny Officers
Post number:	TBC
Date:	June 2020

MAIN PURPOSE

- To manage and develop the Merton Partnership to ensure that key priorities for partnership working are identified and that there is a delivery plan for implementation.
- To lead for the council on the relationship with the voluntary and community sector and develop a mutually beneficial relationship for the benefit of Merton residents.
- To lead on the development, implementation and evaluation of the council's Strategic Partner programme.
- To develop strategic plans and policies with key agencies and organisations in the borough, working with partners to develop and co-ordinate effective partnerships and in particular to manage the Merton Partnership;
- To lead on the management of the scrutiny functions and ensure that effective support is provided on a corporate basis;
- To deliver high quality policy advice and support to the Corporate Management Team, Cabinet and councillors that will facilitate the drive for continuous improvement and strong community leadership;

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To develop creative approaches to the development and delivery of strategic partnerships;
- To co-ordinate key activities across the Council related to strategic partnerships, ensuring they reflect good practice and local experience;
- To work with partners to develop and strengthen networks, planning and delivery of strategic partnerships and activities;
- To personally support the Overview & Scrutiny Commission and/or its panels;
- To ensure that the council's Overview and Scrutiny function meet statutory requirements and that our arrangements reflect the latest thinking in terms of best practice;
- To hold the statutory responsibility for the scrutiny function in accordance with the Local Democracy, Housing and Construction Act 2009 and to ensure high quality leadership, advice and support to Members, officers, partners and residents in order to deliver and champion an effective scrutiny function;
- To provide policy and project management support to the Corporate Management Team, Cabinet and Overview and Scrutiny in delivering their work programme, including the researching and drafting of briefing papers and reports, as directed by the Head of Policy, Strategy and Partnerships;
- Advising and supporting as appropriate, local diversity and community cohesion networks and steering groups;
- To contribute to the development and implementation of the Policy, Strategy and Partnerships Team Service Plan, the relevant elements of the Departmental Service plan and any other corporate planning activities as identified by the Head of Policy, Strategy and Partnerships.

Managerial

- To lead on partnership activity, particularly in relation to the borough's Community Plan and the Council's Business Plan;
- To provide direct support to the Merton Partnership Executive Board and Compact Board to manage the agenda and meetings to effectively deliver the council's priorities for partnership working;
- To lead on the development, implementation and delivery of the council's strategic partner grant programme, including the commission of advice and infrastructure support services.
- To establish and maintain collaborative relationships and positive dialogue with officers, Members, partners and other external organisations in order to drive forward the corporate agenda;
- To participate in and, where appropriate, establish and/or chair corporate, departmental or divisional working groups to take forward the objectives of the

division and to represent the council at external meetings, seminars and conferences (including evening and occasional weekend attendance), as required;

- To present information for different audiences in appropriate formats, including formal reports, briefing notes and formal and informal presentations;
- To lead, manage and develop the Overview and Scrutiny function in accordance with council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer-focussed services;
- To be the interface between the scrutiny process, councillors and the senior management team to develop and implement a scrutiny programme that assists in delivering the council's priorities;
- To ensure that the annual member survey, annual report and topic identification programme are implemented effectively;
- To manage the scrutiny team ensuring that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities are carried out in accordance with council policy;
- To develop, promote and sustain a range of mechanisms to support participation by local communities, the third sector and partner agencies in scrutiny activity and provide advice on their participation;
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division;
- To represent the Head of Service, Assistant Director, Director or council, as appropriate at external meetings;
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility;
- Any other duties as requested by the Head of Service, Assistant Director or Director.

**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Partnerships and Scrutiny Manager

Grade: ME16

Date: June 2020

Qualifications and Experience

Professional and post specific requirements

- Experience of working in a local government environment in a scrutiny and/or policy development role;
- Substantial experience of policy and/or strategic partnerships development in a public sector or similar organisation;
- Experience of working closely with and advising senior managers and Members;
- Experience of service planning and performance review techniques and applying them;
- Experience of working with local communities and/or partner agencies;
- Experience of proactively managing a complex and varied workload;
- Experience of drafting and presenting strategic reports on complex issues at corporate management and member level.

Management requirements

- Experience of staff management;
- Experience of providing advice to and ability to influence a senior audience;
- Substantial experience in managing and delivering projects.

Skills and Knowledge

Professional and post specific requirements

- Excellent working knowledge and understanding of the practical implications of local government issues, legislation and statutory obligations;

- Highest standards of written communication skills and an ability to analyse and interpret complex written material;
- Significant personal gravitas and charisma with an experience of operating with confidence and credibility at the highest levels of an organisation;
- Knowledge of the key factors that drive change and achieving organisational improvement;
- Knowledge of the framework for Local Strategic Partnerships and the issues related to community leadership;
- Knowledge and awareness of the issues involved in working within a diverse community;
- Knowledge and understanding of current legislation, policies and practices with regard to diversity, equalities and community cohesion;
- Able to support the Councils improvement and change agenda working with officers, Members and partners.

Managerial and personal requirements

- Good communication skills, both orally and in writing;
- Good numeracy and analytical skills;
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision;
- Able to provide leadership and vision to officers, members and partners and to champion diversity, equalities and community cohesion inside the Council and externally;
- Able to draft reports and other written material clearly and present proposals in an imaginative and interesting way;
- Able to manage competing priorities and achieve tight deadlines;
- Good interpersonal skills with the ability to influence a wide range of people;
- Understanding of the principles of value for money and an ability to apply them in the management of support services;
- Resilient and committed, remaining composed under pressure;
- Understanding of project management and governance principles and techniques and ability to apply them to support service projects;
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team;
- Understanding of the council's priorities and how they relate to the work of the team;
- Ability to be available to attend council premises out of hours to attend committees and in the event of emergencies or urgent management issues.

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours