

LONDON BOROUGH OF MERTON

CORPORATE SERVICES DEPARTMENT



JOB DESCRIPTION

Post Title:	Policy and Partnerships Officer
Grade:	ME14
Division/ Section:	Policy, Strategy and Partnerships Team
Location:	Merton Civic Centre
Responsible to:	Head of Policy, Strategy and Partnerships
Responsible for:	None
Post number:	P0007
Date:	October 2009

1. MAIN PURPOSE

- a) To contribute to the work of the Policy, Strategy and Partnerships Team in:
 - promoting and facilitating cultural change within the organisation that will contribute to a dynamic, learning environment;
 - delivering high quality policy advice and support to the Corporate Management Team and the Cabinet that will facilitate their drive for continuous improvement and enhanced community leadership;
 - developing strategic activity with key agencies and organisations in the borough, working with partners to develop and co-ordinate effective partnerships and in particular the Local Strategic Partnership;
- b) To support the Head of Policy, Strategy and Partnerships in driving forward the Council's corporate improvement programme.

2. MAIN DUTIES AND RESPONSIBILITIES

- a) To contribute to the development of corporate policies and plans;
- b) As directed by the Head of Policy, Strategy and Partnerships to provide and where appropriate lead on aspects of the development of strategic partnerships related to the Local Strategic Partnership and Executive Board, including:
 - partnership activity, particularly in relation to the borough's Community Plan and the Council's Business Plan
 - developing creative approaches to the development and delivery of strategic partnerships
 - co-ordinating key activities across the Council related to strategic partnerships, ensuring they reflect good practice and local experience
 - working with partners to develop and strengthen networks, planning and delivery of strategic partnerships and activities

- c) To provide policy and project management support to the Corporate Management Team and Cabinet 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.
- d) To support and promote the development of a data hub as an information resource for the council and the Merton Partnership.
- e) 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.
- f) To explore opportunities and develop solutions to improve the activities undertaken by the Policy, Strategy and Partnerships Team, including learning from best practice and responding to provisions in new or existing legislation;
- g) To promote and facilitate cultural change within the organisation and across the Merton Partnership that will contribute to a dynamic learning environment and embedded good practice;
- h) To contribute to keeping Departments, partner organisations and relevant stakeholders informed of the work of the Team and developments in the work areas the Team is responsible for;
- i) To maintain an up to date knowledge of relevant legislation and Government policy;
- j) 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;
- k) To present information for different audiences in appropriate formats, including formal reports, briefing notes and formal and informal presentations;
- l) 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;
- m) To work within the provisions of Merton's policies for Health & Safety, Equal Opportunities, Value for Money and Customer Care and to ensure that duties are undertaken with due regard to and compliance with the Data Protection Act and other related legislation;
- n) To be aware of the high standard of data quality expected in the council and, where appropriate, to maintain an accurate and full written record of activity as required by the line manager, passing records on for data recording/input within the agreed timescales;
- o) To provide policy and project management support to the Corporate Management Team and Cabinet in delivering their work programme, including researching and drafting of briefing papers and reports, as directed by the Head of Policy, Strategy and Partnerships; and
- p) To undertake any other duties as required by the Head of Policy, Strategy and Partnerships or the Assistant Director, as appropriate to the post.

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PERSON SPECIFICATION



	Method of evaluation:		
	Application form	Interview	Test
1 Knowledge			
<ul style="list-style-type: none"> Knowledge of the key factors that drive change and achieving organisational improvement 			
<ul style="list-style-type: none"> Knowledge of the framework for Local Strategic Partnerships and the issues related to community leadership 			
<ul style="list-style-type: none"> Good understanding of the functions of and key issues facing local government 			
<ul style="list-style-type: none"> Knowledge and awareness of the issues involved in working within a diverse community 			
<ul style="list-style-type: none"> Knowledge of and commitment to Council's Equal Opportunities Policy and ability to implement both within the Division and for service delivery 			
2 Skills			
<ul style="list-style-type: none"> Able to promote the Councils improvement and change agenda with officers, Members and partners 			
<ul style="list-style-type: none"> Able to communicate effectively both orally and in writing 			
<ul style="list-style-type: none"> Strong analytical skills, including the ability to analyse problems and identify creative, realistic solutions 			
<ul style="list-style-type: none"> Able to draft reports and other written material clearly and present proposals in an imaginative and interesting way 			
<ul style="list-style-type: none"> Able to manage competing priorities and achieve tight deadlines 			
<ul style="list-style-type: none"> Good interpersonal skills with the ability to influence a wide range of people 			
3 Experience/ Training			
<ul style="list-style-type: none"> Experience of policy and/or strategic partnerships development in a public sector or similar organisation 			
<ul style="list-style-type: none"> Experience of working closely with and advising senior managers and Members 			
<ul style="list-style-type: none"> Experience in managing and delivering projects 			
<ul style="list-style-type: none"> Experience of developing business planning, performance review techniques and applying them 			
<ul style="list-style-type: none"> Experience of proactively managing a personal workload. 			

Method of evaluation:	Application form	Interview	Test
<ul style="list-style-type: none"> Experience of drafting and presenting strategic reports on complex issues at corporate management and member level 			
4 Special requirements			
<ul style="list-style-type: none"> Able to attend committee and other meetings, as required, outside normal office hours 			