

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Children's Services

POSTHOLDER SECTION: Delivery and Improvement (Quality Improvement)

POST DESIGNATION Partnership Officer

Grade PO3

In Greenwich we recognise the need to work in partnership to achieve sustainable positive change and the best outcomes for our children and their families.

Purpose of Job

To support the work of our partnerships (Greenwich Safeguarding Children Partnership, Children and Young People's Partnership Board) and related working groups.

Manages up to 5 indirectly managed consultancy/contracting staff

Main Duties:

1. Support the work of the partnerships and working groups and maintain oversight of action plans
2. Lead the management and delivery of multi-agency actions plans and sharing of learning
3. To support the delivery of a programme of thematic audits with the aim of generating insight and innovative solutions to challenges, trialling and implementing where appropriate.
4. To lead comprehensive thematic and service reviews alongside partner identifying learning to inform future change.
5. Represent the partnerships at appropriate meetings locally and regionally.
6. Lead a range of projects and project teams (managing up to 10 people) to support the work of the partnership.

7. Matrix management of project teams to support the delivery of partnership priorities, setting priorities and work standards.
8. Support the delivery of the partnership training and workforce development programme, including development of the partnership newsletter, updating the website and management of LMS (Learning Management System).
9. Support all partnership communications including the GSCP website contents and other communication platforms.
10. To lead on the preparation for statutory inspections and subsequent continuous improvement activity across the Directorate through the implementation of the Children's Services Quality Improvement Framework including developing, monitoring and review of rigorous continuous improvement plans.
11. To support the implementation of a culture of continuous learning and improvement across the Directorate effectively role modelling appropriate project/programme management methodologies.
12. To build and sustain strong partnerships across the partnership maintaining appropriate relationships and boundaries with colleagues.
13. To translate strategy into key action and monitor key performance indicators linked to specific areas of work.
14. To be able to translate national and regional policy into action communicating clearly, concisely and with impact.
15. To champion the active involvement of children, young people, families and service users in the design, delivery and review of services.
16. Produce and present reports to relevant committees and attend meetings as necessary at all levels including Member interface and with external organisations.
17. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
18. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

19. To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
20. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or as prescribed in the Police Act 1997 (Criminal Records) regulations. A DBS standard check is an essential requirement for this role, as this role will require accessing confidential data.
21. To undertake supervision/management of staff as and when required.
22. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.
23. Ensure at all times that work undertaken actively promotes the Council's Equal Opportunities, Customer Care and Environment policies in relation to service delivery and personnel practice as defined in the Staff Handbook and are in accordance with the Equalities Act.

Designation of the Post to which the Post-Holder normally reports to: Partnerships Manager (PO6)

Person Specification

Job Title	Partnership Officer
Grade	PO3
Service/Section	Delivery and Improvement
Directorate	Children's Services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Knowledge on issues impacting on children, young people and families.	D
Knowledge of key statutory frameworks surrounding the delivery of services to children, young people and families	D
Ability to communicate information clearly, adjusting the way information is communicated (e.g. style, tone, language, method etc.) to suit the intended audience	E
Skills and Abilities	
Ability to support collaborative partnerships, maintaining effective working relationships and solving problems in partnership, whilst leading the team and protecting the council's interests	D
Ability to produce briefings and other reports on complex issues to senior managers and Councillors to a high standard as required.	E
Ability to think creatively to find and implement innovative and practical solutions that facilitate new ways of working & service delivery models, and to develop best practice.	D
Ability to work under pressure and to challenging deadlines	E

Ability to identify and build a rapport with stakeholders (i.e. partners / potential partners, external contractors, senior management, service managers, team leaders, and customers).	D
Experience	
Experience of leading and managing projects and programmes related to children, young people and/or families.	D
Experience of supporting a range of multi-disciplinary health and care professionals to achieve common outcomes and objectives.	D
Experience of dealing with a wide range of stakeholders to secure deliverable outcomes	E
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E