

## Job Description

Job title	Head of Partnerships and Investments (Leisure and Environment)
Directorate	Regeneration, Culture and Environment
Division	Community and Culture
	Service Manager
Reports to	Chief Leisure and Environment Officer

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### Main purpose of the job:

To provide strategic leadership for the management of key leisure and environment partnerships and contracts, including the Council's joint venture partnership with Medway Norse.

The role is responsible for overseeing strong contract performance, developing effective external partnerships and securing capital and revenue investment of improve service quality and outcome for residents, while ensuring effective financial management and alignment with the Council's priorities.

### Accountabilities and Outcomes:

1. Act as the Council's client manager for the greenspaces and grounds maintenance contract of the Medway Norse joint venture, ensuring effective contract, management, performance oversight and delivery of agree outcomes.
2. Provide strategic leadership in developing and maintaining effective external partnerships that support service objectives and improvement.
3. Lead on the successful attainment of capital and revenue investment to enhance leisure end environment services for residents.
4. Maintain effective budgetary control, managing income and expenditure to achieve financial and value-for-money objectives.
5. Provide management oversight for the successful delivery of leisure and environment capital projects, ensuring they are completed to agreed scope, timescales and budgets.
6. Lead and manage relevant procurement activity for the service, ensuring compliance with Council procedures and best practice.
7. Demonstrate a clear understanding of Council priorities and ensure the service contributes effectively to corporate and strategic objectives.
8. Support and develop staff through effective leadership, performance management and opportunities for learning and professional development.

At manager's discretion, other activities may be assigned that fit the job description.

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Champion strategic stakeholder engagement to advance the [One Medway Council Plan](#) ensuring our [values and behaviours](#) are consistently modelled and embedded across all levels of the organisation.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand in the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Chief Leisure and Environment Officer

### Initiative and independence

The Head of Partnerships and Investments will have lead service responsibility for cultivating effective partnerships at regional and national level, working in collaboration to identify opportunities to bring funding and investment into Medway which will bring demonstrable benefits for residents.

The role requires the post have a clear understanding of corporate and service priorities, including but not limited to the One Medway Council Plan, Marmot Place, Local Plan and strategic service development, and will be able to identify and develop partnership and investment opportunities which align with Council priorities.

The Head of Partnerships and Investments will demonstrate strong fiscal responsibility, controlling capital and revenue budgets which provide an effective service and deliver long-term benefits to residents.

The post holder will be comfortable managing substantial contracts, ensuring adherence to contractual agreements.

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The Head of Partnerships and Investments will develop a strong working relationship with Members, being able to provide clear verbal and written advice and reports.

To be able to work independently and to tight deadlines, meeting requirements of the Council's constitution and scheme of delegation. |

### Supervision and Management of Staff

The Head of Contracts and Investments (Leisure and Environment) will have direct line management for the Contracts and Investments Partnership Manager.

The Head of Contracts and Investments (Leisure and Environment) will have indirect responsibility for a range of partnership officers and contract administrators.

Number of people managed by postholder: 7 |

### Job Context

|The Head of Partnerships and Investments (Leisure and Environment) is responsible for the management of contracts the development of partnerships, and the successful attainment of external investments which directly impact residents and delivery of the One Medway Council Plan and associated strategies.

Management of these activities together with staff career development play an integral role in ensuring customer satisfaction and reputational impact.

The main contacts for whom the Head of Partnerships and Investments (Leisure and Environment) will be expected to work effectively with include (but are not limited to): senior directorate leadership, finance, communications and marketing, HR and health and safety; legal; Members including lead Portfolio Holders in Sport, Greenspaces and Climate Response; colleagues and senior managers across the Place directorate; key contacts within national and regional organisations, external service delivery partners, and wider stakeholders including residents and members of the community.

The Head of Partnerships and Investments (Leisure and Environment) will likely receive direct communication from members of the public, particularly if dissatisfied or upset with services and/or seeking action from the Council in respect of the relevant services. |

### Resources

|The Head of Partnerships and Investments (Leisure and Environment) is expected to comply with all GDPR and Information Governance policies when handling data, including physical documents. They must maintain allocated hardware, such as laptops, to ensure secure and efficient work.

The role involves access to personal and financial data through case files, management systems, and service-related records. As part of their budgetary responsibilities, the Head of Contracts and Investments (Leisure and Investments) will use this data to support financial oversight.

The Head of Partnerships and Investments (Leisure and Environment) will be responsible for ensuring funding through Council contracts and external investments are procured and managed in accordance with all statutory and contractual requirements, delivering effective value for money for the Council and residents. |

## Work Environment:

### Working Style

|HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis. |

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### Work Demands

The Head of Partnerships and Investments will thrive in a pressured environment, being able to implement complex and multi-faceted projects calmly and with clear and consistent communication with stakeholders.

The post holder will actively engage with a range of stakeholders, promoting Medway to regional and national partners and potential investors.

The Head of Partnerships and Investments will demonstrate relevant contractual understanding to enable effective procurement and delivery of projects.

The Head of Partnerships and Investments will be effective at managing deadlines, being able to prioritise work and responding to changing circumstances in line with Council priorities.

The Head of Partnerships and Investments will demonstrate an ability to calmly resolve areas of potential conflict, seeking to understand respective viewpoints and working collaboratively to find the appropriate solution.

Need to meet targets and to work both independently and under pressure with at times conflicting demands ] ]

### Physical Demands

The role carries minimal physical demands, with most responsibilities centred around professional engagement and communication. The post holder will frequently attend meetings, many of which will take place in office settings or external venues. In addition to these in-person commitments, a significant portion of meetings will be conducted virtually, requiring extended periods of laptop use.

Communication will largely be conducted through email and other forms of electronic written correspondence. While this facilitates efficient interaction, it is acknowledged that the volume of digital communication may have implications for manual dexterity over time

### Working Conditions

[There are no exposures to undesirable working conditions ]

### Work Context

[Visits to a wide range of Council buildings and external partners, will be required as part of the role. The Head of Contracts and Investments (Leisure and Environment) is expected to attend internal and external events. ]

### Person specification

For appointment to the role at the entry point of the range all level A1 criteria must be evidenced through the selection process. All new appointments to a senior role in the Council are required to undertake a Medway specific programme of training and learning during the probation period which covers all Level A2 criteria, as detailed in the Career Profession Framework.

#### Qualifications

[Institute of Leadership and Management Level 5 qualification (or equivalent) plus demonstrable experience of working in either Sport and/or Greenspaces at senior level, or as a specialist in contracts and investments ]

Successful completion of Medway Council service manager training modules

[Evidence of continued professional development relevant to the responsibilities of the role ]

[Institute of Leadership and Management Level 7 qualification, or relevant equivalent as agreed prior to commencement with Chief Leisure and Environment Officer. ]

#### Knowledge

[Detailed knowledge of managing contracts, preferably in a local authority environment.

Demonstrable understanding of One Medway Council Plan and the role Leisure and Environment play in delivering against objectives.

Detailed knowledge of Sport and Greenspaces Development service

Detailed knowledge of key external investment partners and associated funding streams

Understanding budgeting, and financial analysis to support decision-making and resource allocation.

Ability to analyse and interpret data to inform strategic and operational decisions ]

[Knowledge of models and strategies for planning, implementing, and sustaining organisational change effectively

Comprehensive understanding of national and local political priorities and their impact on Leisure and Environment. ]

Comprehensive knowledge of key areas within the Sport, Greenspaces and Climate Response services.

Clear understanding of the activities, priorities and objectives of the Council

Excellent understanding of the political context at regional and local level and ability to work with Elected Members in a constructive and sensitive way.

Detailed knowledge of regional and national policy related to Leisure and Environment

#### Experience

[At least 10 years' experience in managing contracts and/or investments with a local authority or relevant equivalent.

Demonstrable experience of leading and managing complex teams.

Significant and demonstrable experience in developing successful internal and external partnerships at national and regional level ]

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Experience of effective and proactive management of staff in a local authority or relevant equivalent.

Experience of managing projects and programmes at a senior level within a large organisation.

Demonstrable success in leading, managing and empowering staff to deliver inclusive and high-quality services with tangible benefits to residents.

Demonstrable experience contributing to the development and implementation of strategy, policy, and business plans.

Experience of working collaboratively with partners and stakeholders to support service objectives.

Experience managing projects and programmes with measurable outcomes.

Experience of successful delivery of commercial operations providing improved annual income performance.

### Skills

Highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences.

Ability to deal with very high levels of work-related pressure, for example, from deadlines, interruptions or conflicting demands.

Ability to demonstrate effective ICT skills and knowledge.

Demonstrable ability to negotiate and deliver outputs of the highest quality that will benefit customers using Medway Sport, Greenspaces and Climate Response.

Ability to work with internal and external partners to deliver mutually beneficial solutions which align with the One Medway Council Plan and associated strategies

Demonstrable ability to lead effective change management programmes, adapting to Council priorities and the needs of residents.

Ability to demonstrate effective coaching and mentoring of team to deliver high-performing service.

Ability to build strong professional partnerships with managers, stakeholders and Elected Members.

Demonstrate sound judgement in resolving service issues and improving processes.

Strong interpersonal skills including communication and collaboration.

Good planning, organisational, and problem-solving skills