

Job Description

Job title	Partnerships and Investments Manager
Directorate	PLACE : Regeneration, Community and Culture
Division	Sport, Greenspaces and Climate Response
Range	MPR 7
Reports to	Head of Service Partnerships and Investments

Main purpose of the job:

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

To deliver the operational management of key leisure and environment partnerships and contracts, including the Council's joint venture partnership with Medway Norse.

The role delivers and monitors strong contract performance, maintaining and developing external partnerships and implements ways to improve service quality and outcome for residents, while ensuring effective financial management and alignment with the Council's priorities.

Accountabilities and outcomes:

Work with the Head of Service to achieve service plan objectives and targets

Work with Head of Service who acts 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 agreed outcomes

To build strong relationships with internal and external partners, developing and maintaining effective external partnerships that support service objectives and improvement.

Deliver the successful attainment of capital and revenue investment to enhance leisure and environment services for residents. To support the team to successfully apply for funding to support service to deliver against targets.

Assist with the setting, monitoring and delivering of annual income targets as agreed with the Head of service.

Managing budgets and operating within agreed annual expenditure targets as set by the Head of Service

Provide management support for the successful delivery of leisure and environment capital projects, ensuring they are completed to agreed scope, timescales and budgets.

Manage relevant procurement activity for the service, ensuring compliance with Council procedures and best practice.

Manage the teams within partnerships and investments, setting clear expectations and promoting high performance. Providing suitable training and personal development for staff, including PDRs, in order that they can conduct their duties competently and responsibly.

Working closely with colleagues in the wider service and across council to ensure service plan targets are met.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

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.

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

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

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.

Organisation:

This role reports to the Head of Service - Partnerships and Investments



The post holder will have line management responsibility.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

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.

Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

Institute of Leadership and Management Level 5 qualification (or equivalent) plus demonstrable experience of working in relevant field at management level

Industry recognised qualification in business or finance

Suite of e learning courses and management level courses as provided by council workforce development.

Level B (in addition)

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

Level C (in addition)

Chartered Management Level 6, or relevant equivalent as agreed prior to commencement with Head of Service.

Knowledge

Level A

Uses advanced theoretical/practical/procedural/organisational /policy knowledge across several specialist areas.

Understands and complies with the council's Core Values and priorities and the impact of the role and/ team in enabling the council to effectively meet its priorities.

Successfully carries out all elements of the line management role for all teams managed

Is accountable for large expenditures of up to £50000 from an agreed budget or income, with supervision, and including setting, monitoring and ensuring effective spend of budget

Level B (in addition)

Displays a range of expertise where the opportunity and need for imaginative thinking is not limited to defined policies.

Regularly offers fresh ideas and innovative solutions to problems.

Level C (in addition)

Works independently within defined procedures, and can work outside of procedures, making decisions without referring to a supervisor/line manager, where necessary.

Experience

Level A

Demonstrable experience of managing a comparable service.

Demonstrable experience of setting and achieving income targets

Demonstrable experience of working within an agreed budget while providing effective service delivery to the benefits of customers

Demonstrable experience of managing employees and understanding payroll

Deals with poor performance/conduct/attendance issues and employee grievances and concerns, appropriately.

Level B (in addition)

Manages all stakeholder expectations and communicates effectively when making plans or dealing with organisational change.

Confident in dealing with unusual situations where there are no recognised procedures in place.

Implements regulations relating to health and safety (where appropriate) efficiently.

Can provide information to help others understand policies and procedures>

Level C (in addition)

Monitors the effects of own decisions and prepared to take ownership for own actions

Carries out tasks which impact on the well being of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems

Skills

Level A

Follows good financial practice in accordance with local requirements, as set out in financial regulations and procedures.

Accurately monitors finances to avoid wastage and keep within agreed budgets.

Can analyse and interpret complex technical, procedural, or specialist information and compose correspondence and reports, using technology as required

Displays well developed communication skills when dealing with any of the following: caring, training, leadership, motivating, advising, guiding, presenting.

Level B (in addition)

Can analyse and interpret varied and complex information Develops strategies and solutions for the medium and long term

Can interpret and analyse detailed, comprehensive information and use it to develop options and/or present innovative solutions

Uses well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences

Level C (in addition)

Can think strategically and assess the “bigger picture”.

Effectively undertakes long term planning.

Adapts well to new ways of working

Effectively prioritises and plans own and team's (if appropriate) work to achieve successful completion of project/programme.

Provides advice, guidance and information and constructive feedback, to enable employees to carry out his/her roles effectively