

## **London Borough of Lambeth JOB DESCRIPTION**

**Job Title:** Policy and Partnerships Officer  
**Grade:** PO3  
**Department:** N/A  
**Division:** Strategy and Communications  
**Business Unit:** Policy, Equalities and Participation (PEP)  
**Responsible to:** Policy and Partnerships Manager  
**Responsible for:** N/A

### **Main purpose of post**

- Under the supervision of the Policy and Partnerships Manager, help develop and implement strategy and policy work across the council. Working with senior officers and elected Members, as well as colleagues across the directorate and more widely, the post will develop and ensure the delivery and implementation of key policies and strategies in support of the Communications and Engagement Strategy, itself an enabler of the Borough Plan.
- To help co-ordinate and support internal policy and strategy development, working with colleagues across the council and with our partners.
- To be a lead in the development and implementation of core strategic work on specific projects, as defined by the Director of Strategy & Communications, Head of Policy, Equalities and Participation and other officer colleagues and elected Members.
- To ensure that policy work in support of key strategic programmes, including the Lambeth First Partnership Board, aligns and contributes to the workplan supporting Lambeth's VCS and communities, as well as EDI ambitions.

### **Key Unit Accountabilities**

1. Working with the Director, Head of Policy, Equalities and Participation and Senior Policy and Partnerships Manager, help co-ordinate and deliver supporting strategy and policy work of the Lambeth First Partnership Board (LFPB), including liaison with senior elected Members (including the Leader of the Council and the Cabinet), the Chief Executive and senior (strategic) directors and with Democratic Services colleagues to develop the agenda for meetings and ensure LFPB content is meaningful and supports Borough Plan evaluation and delivery, driving strategic partnership work through the LFPB structures.
2. Working with colleagues in the Leader's Office and External Affairs, co-ordinate strategic partnership activities and strategic programmes (e.g. neighbourhood working), with input from the LOEA team (including External Affairs Manager and Stakeholder Relations Officer), ensuring the priorities of lead Members are reflected in partnership structures and key policies and strategies.
3. To help support the Director of Strategy and Communications and Head of Policy, Equalities and Participation in the process of development of a new Borough Plan and the review of all Lambeth council policies and strategies.
4. To support the Policy and Partnerships Manager to strengthen the Council's approach to Social Value.
5. To help work with the Associate Director (Community Health and Engagement) and Lambeth Together system partners on key policy approaches and strategies (e.g. delivery alliances, health inequalities' reduction work and neighbourhood-level projects).

6. Under the supervision of the Senior Policy and Partnerships Manager, assist with cross-organisational policy alignment and policy and strategy support for all directorates and centrally.
7. To make effective and efficient use of the council's resources through a solid risk management strategy and approach; working with external suppliers and contractors to ensure the team and authority can achieve value for money and positively impact on outcomes and maximising opportunities to generate income on behalf of the council through agreed levels of contribution to the team's income target.
8. To report and respond to safeguarding concerns that may be identified and contribute as appropriate to the investigation of those concerns.
9. To undertake other duties which might be reasonably requested from time to time.
10. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
11. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
12. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

**PERSON SPECIFICATION**  
**Policy and Partnerships Officer – PO3**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p> 			<b>Shortlisting Criteria</b>
<b>Qualification</b>	Q1	Educated to degree level.	
<b>Key Knowledge</b>	K1	Substantial experience of working with partners, residents, citizens and stakeholders	<b>A✓</b>
	K2	Understanding of the context within which local government is operating, locally, regionally and nationally.	
	K3	Understanding of policy development and implementation, especially within the equalities sphere	<b>A✓</b>
<b>Relevant Experience</b>	E1	Experience of facilitating change in large organisations and in multi-agency partnerships	<b>A✓</b>
	E2	Experience of leading and delivering projects and programmes of work successfully to time, budget and quality expectations in a complex environment, involving multiple stakeholders	<b>A✓</b>
	E3	Experience of leading projects or programmes related to either strategy, policy, equalities, research and analysis, partnership or innovation	<b>A✓</b>
<b>Core Behaviours</b>	B1	<b>Focuses on People</b> is about considering the people who our work affects, internally and externally. It’s about treating people	

		<p>fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.</p> <ul style="list-style-type: none"> <li>• Being approachable and positive for my area of work and other services</li> <li>• Understanding the diversity of council staff and their needs and perspectives and how our plans impact on people, while providing an excellent service to all</li> <li>• Providing support, advice and guidance</li> </ul>	
	B2	<p><b>Takes Ownership</b> is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p> <ul style="list-style-type: none"> <li>• Taking ownership of my task, breaking it down, engaging with persons involved, and reflecting if there is a more efficient way of achieving it</li> <li>• Working with teams and service areas to achieve positive outcomes and develop personal capabilities</li> <li>• Actively engaging in one-to-ones, appraisal process and team meetings</li> </ul>	A✓
	B3	<p><b>Works Collaboratively</b> is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <ul style="list-style-type: none"> <li>• Sharing information, best practice and ideas with relevant networks and groups</li> </ul>	

		<ul style="list-style-type: none"> <li>• Networking with other teams to seek out mutually beneficial ways of working</li> <li>• Being approachable, listening and building constructive honest relationships</li> </ul>	
	B4	<p><b>Communicates Effectively</b> is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p> <ul style="list-style-type: none"> <li>• Breaking down our ideas to create a better understanding and communication between divisions and end users – simple is best to communicate well</li> <li>• Sharing and passing vital and new information and reflecting back understanding</li> <li>• Targeting the message to the audience, ensuring that everyone can access the information.</li> </ul>	A✓
	B5	<p><b>Focuses on Results</b> is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.</p> <ul style="list-style-type: none"> <li>• Thinking in relation to the 'Borough Plan', working well with colleagues to get good results</li> <li>• Ensuring project plans are adhered to, dealing with issues as they arise.</li> <li>• Making sure I understand my objectives and what I need to do</li> </ul>	