

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

**Job Title:** Policy and Partnerships Manager  
**Department:** N/A  
**Division:** **Strategy and Communications**  
**Business Unit:** **Policy, Equalities and Participation (PEP)**  
**Grade:** PO5  
**Responsible to:** Senior Policy and Partnerships Manager  
**Responsible for:** Policy and Partnerships Officer

### **Main purpose of post**

- Working with the Director and Head of Policy, Equalities and Participation, to help develop and implement strategy and policy work across the council. Working with the Chief Executive, Strategic Directors, Directors and other senior staff, as well as the Leader and Cabinet, 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 be the implementation lead for internal policy and strategy development, working with colleagues at the highest level, including those listed above.
- To line manage the Policy and Partnerships Officer post-holder, ensuring effective and collaborative work in support of the Borough Plan and its supporting/enabling strategies and programmes, as well as to strengthen Lambeth's core offer on social value.
- To be a lead in the development and implementation of core strategic work on specific projects, as defined by the Leader and Chief Executive and other senior elected Members and staff.
- To ensure the intelligent and accurate use of data and research, working with the Research and Insight function, to measure and understand outcomes, inform decision-making and shape and improve service delivery.
- To lead on the secretariat function and partnership development of the Lambeth First Partnership Board and related bodies, including content of meetings and liaison with Board members.

### **Key Unit Accountabilities**

1. To lead on the development and execution of strategy and policy, specifically around key projects that are cited in the manifesto of the ruling political group.
2. To line manage the work of the Policy and Partnerships Officer to assist in the delivery of council priorities, to help people think and work differently to test how to tackle issues and improve the way the organisation works to help deliver outcomes.
3. To support the delivery of an effective and high-quality strategy and policy capability across the full range of projects and long-term programmes across the organisation.
4. To support the management and co-ordination of the work of the Lambeth First Partnership Board (LFPB).
5. To support the Director of Strategy and Communications and the 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.

6. Dedicated, short-term support to service areas in priority elements of strategy and policy development, providing the following kinds of resource:
  - Research that is insight based and actionable
  - Early thinking and programme design
  - Facilitation (e.g. vision process, idea generation, testing)
  - 'Critical friend/sounding board'
  - Innovation and service design methodologies (training, support, delivery)
  - Leading and supporting cross-directorate project teams for specific programmes of work

This will also include supporting the development of the wider strategy function in the council, including the strategy and partnerships team's offer, organisational approaches to strategy development and cross-departmental learning networks

7. To lead and support a range of projects and workstreams with high levels of complexity or risk across both Policy, Equalities and Participation and the wider organisation.
8. To engage with the political and senior leadership of the organisation, as well as residents and partners as appropriate.
9. Design and deliver a business engagement framework and lead the delivery of its activities across the Council.
10. Design, deliver and manage the Business Connector Series to cultivate networks of business clusters to optimize existing relationships and create new private sector partners.
11. Coordinate and convene the Social Value Task Group and similar forums.
12. Working with a range of senior and S&C colleagues, develop a social value strategy which has social value, business relationships and volunteer mobilisation at its heart, driving wider participation of our diverse communities in the life of the borough.
13. Work with colleagues in the Policy, Equalities and Participation (PEP) function to maximise social action and social value, including via digital and digital platforms, ensuring equality of access and opportunity for those involved in social action activity, whoever they are and from whatever background or community.
14. Manage action plans, drive initiatives and facilitate on-going communication between Directorates delivering on the council's social value agenda.
15. Work with policy and business teams within the council to harmonise a clear social value approach, lead on collaborative social value activities where appropriate and ensure a consistent approach to measurement and community outcomes.
16. Provide a centralised knowledge base of social value projects within the council and, working with colleagues including the stakeholder relationships co-ordinator, understand stakeholder needs and the partnership opportunities of each.
17. To report and respond to safeguarding concerns that may be identified and contribute as appropriate to the investigation of those concerns.
18. To undertake other duties which might be reasonably requested from time to time.
19. 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.
20. 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.
21. To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

**PERSON SPECIFICATION**  
**Policy and Partnerships Manager PO5**

<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> 			<p><b>Shortlisting Criteria</b></p>
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
<b>Key Knowledge</b>	K1	Proven track record of working in partnership with a wide range of organisations and individuals, including directly with members of the community	A ✓
	K2	Detailed and up to date knowledge and understanding of relevant central and local Government policy and processes for communications, performance or policy.	A ✓
	K3	Experience of commissioning projects and programmes of work from a range of providers.	A ✓
	K4	Extensive experience of working in highly complex and political environments	A ✓
<b>Relevant Experience</b>	E1	Substantial experience defining challenges and using innovation and future thinking to develop solutions, in partnership with residents and partners.	A ✓

	E2	Extensive experience in delivering transformation in service operation and improved outcomes for local people	A ✓
	E3	Extensive experience of developing and commissioning programmes of work	A ✓
<b>Qualification</b>	Q1	Educated to degree level.	
<b>Core Behaviours</b>	B1	<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
	B2	<p><b>Focuses on People</b> is about considering the people who our work affects, internally and externally. It's about treating people 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>	✓A

	B3	<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> <li>•</li> </ul>	✓A
	B4	<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 ✓
	B5	<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> <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>	✓A