

Post: Partnership Strategy Support Officer

- Salary/Grade: Grade 7 – £21,074 - £23,111
- Hours/Days: 37 hours per week
- Fixed Term/Perm/Temp/Casual: Permanent
- Location: Partnership Team, DCO, Mill Lane, Wingerworth
- Closing Date: 17th March 2019 - Midnight
- Interview Date: To be confirmed

Job Details and Requirements

We are seeking someone with enthusiasm, commitment and attention to detail to support the delivery of the Council's Partnership and Transformation activity, which can include issues as diverse as financial inclusion, healthy and sustainable communities, economic growth, social inclusion and support to the Armed Forces Community. Public policy continues to evolve at a national and local level and we are keen to recruit someone who is unfazed by arising opportunities and challenges which can come from within our communities or from the Government. The role will provide support to the delivery and development of corporate policies and approaches to ensure that the Council is meeting the expectations placed upon it.

Reporting to the Partnership Strategy Officer, the officer will assist with a range of duties including producing reports, preparing funding applications, undertaking research and monitoring, preparing claims and arranging payment reimbursements. The role will also support the promotion of activities, updating web pages and engaging with a range of public stakeholders, departments and partner agencies to ensure successful delivery of internal and external programmes (such as the North East Derbyshire (BNED) LEADER Approach).

With the written communication skills to produce good quality materials for a variety of purposes (funding bids, publicity leaflets, short reports, information bulletins, letters and minutes) and able to devise, implement, monitor and evaluate effective administrative systems, the postholder will need to have good organisational skills and ability to work to tight timescales.

We are keen to employ the right candidate for the position, so whilst we have advertised for a full time post we would be flexible in negotiating working hours for the right candidate. This may result in reduced working hours for the post or establishing job-share arrangements.

Contact Details

For an informal discussion about the post, please contact Steve Lee, Strategic Partnership Co-ordinator on (01246) 217512, email address steve.lee@ne-derbyshire.gov.uk.

Application Pack

If you are interested in this post, please visit the Jobs pages on the BDC <http://www.bolsover.gov.uk/index.php/your-council/jobs> or NEDDC <http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs> websites.

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access application packs are available from:

- Telephone the BDC Contact Centre on 01246 242424 or the NEDDC Contact Centre on 01246 217640.
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community.

Job Description

Job title and post number	Partnership Strategy Support Officer LP108
Service Area and Directorate	Partnerships Team, People Directorate
Reports to	Partnership Strategy Officer
Direct reports	None
Grade	7 (SCP 22 – 25)
Salary range	£21,074 - £23,111

Job purpose

To support the delivery of the Council's Partnership and Transformation activity, undertaking monitoring, preparing claims, research, reports, funding applications and arranging reimbursements. To also support the promotion of the activities, engaging with a range of public stakeholders, departments and partner agencies to ensure successful delivery.

Duties and responsibilities

- 1 To support the Partnership Team and North East Derbyshire Business Developments Limited, the operating company and accountable body for programme activity.
- 2 To maintain and manage information and accounting systems in accordance with requirements to enable preparation of claims and reports.
- 3 To prepare and submit claims and reports in accordance with the requirements of the Council, partnerships and funding bodies.
- 4 To work with departments and partner agencies in order to ensure that all required information is submitted by the appropriate date.
- 5 To undertake and record monitoring visits to supported projects to ensure funding has been spent and activity undertaken appropriately and that appropriate records are maintained.
- 6 To advise project leads how to complete claims in respect of key requirements and timescales.

- 7 To respond to queries on the operations of supported programmes.
- 8 To produce reports, research information, funding applications, spreadsheets and minutes as required.
- 9 To support the Council and supported programmes work with its appointed auditors in the audit submissions.
- 10 To represent the Council and supported programmes at external meetings as necessary.
- 11 To support the promotion of programme and transformation opportunities and activities within local communities, departments and agencies, using a range of communication methods.
- 12 To support the project appraisal and programme evaluation processes.
- 13 To support the review and improvement of the internal operations, office and resource management.

Working conditions

The main office location for the post will be District Council Offices. The postholder will also be required to work from various locations within the community, such as private business premises, and occasionally at national networking events.

Considerable flexibility is important as occasional attendance at evening and weekend meetings and events will be required. This may require working outdoors.

Willingness to go through a full DBS (Disclosure and Barring Service) check.

Physical requirements

There are no specialist physical requirements for this post.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults

- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>Strategic Partnership Co-ordinator</i>
Date approved:	<i>26th November 2018</i>
Reviewed:	<i>26th November 2018</i>

PERSON SPECIFICATION

Post Title: Partnership Strategy Support Officer	Section: Partnerships Team		
Directorate: Growth			
Knowledge (Essential)	AM	(Desirable)	AM
		<ul style="list-style-type: none"> Knowledge of political and community structures in the local, sub-regional and regional area Regeneration activities Assessment and appraisal of project applications, business plans or business cases 	<p>a & i</p> <p>a & i</p> <p>a & i</p>
Qualifications			
		<ul style="list-style-type: none"> Good standard of education (e.g. to degree level, NVQ level 4 or equivalent) 	a & c
Experience			
<ul style="list-style-type: none"> Developing and implementing effective administrative systems 	a & i	<ul style="list-style-type: none"> Multi-agency/community working, including working with the private sector 	a & i
Skills			
<ul style="list-style-type: none"> Good organisational skills and ability to work to tight timescales Self-motivated and enthusiastic worker, able to work on own initiative IT skills including knowledge of Microsoft Office applications, e-mail and the Internet Interpersonal skills, able to explain complex information in an accessible way Ability to regularly work alone in an office environment High standard of numerical ability Logical and systematic approach 	<p>a & i</p> <p>a & i</p> <p>a & i</p> <p>a, i & r</p> <p>a & i</p> <p>a & i</p> <p>a & i</p>		

<ul style="list-style-type: none"> • Able to devise, implement, monitor and evaluate administrative systems 	a & i		
<ul style="list-style-type: none"> • Written communication skills to produce good quality materials for a variety of purposes (publicity leaflets, short reports, information bulletins, letters and minutes) 	a & i		
<ul style="list-style-type: none"> • Ability to engage with a range of businesses, organisations and local residents, patiently empathising with their needs in an approachable and flexible manner 	a & i		
<ul style="list-style-type: none"> • Finance/budget management and control skills, with submission of timely and accurate claims 	a & i		
<ul style="list-style-type: none"> • Ability to establish and maintain systems on a 'real-time' basis which effectively and accurately record and retain evidence of approved activities 	a & i		
Other Requirements:			
<ul style="list-style-type: none"> • Ability to work flexibly to cover evening and weekend meetings and to attend events outside of the area 	a & i		
<ul style="list-style-type: none"> • Willingness to work across Bolsover and North East Derbyshire Districts from private business premises, community venues and other locations as required. 	a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c), (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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Date approved:	<i>26th November 2018</i>
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