



## **Job Description**

**Title** –Partnership Officers

**Version - 1 Date - 22/01/2018**

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<b>Post Number:</b>	PC086
<b>Grade /Scale:</b>	6
<b>Weekly Hours:</b>	37
<b>Department:</b>	OPCC
<b>Status:</b>	Established
<b>Responsible To:</b>	Relationship & Change Manager
<b>Responsible for:</b>	No responsibility for other staff
<b>Location Work base:</b>	Force Headquarters (FHQ)
<b>Job Role /Purpose:</b>	To support the establishment, and maintenance of, effective and productive relationships between the OPCC and key partners and stakeholders. To Support the SPB / SPB Exec workloads and support within the Relationship & change team with current workloads and projects.
<b>Contacts:</b>	<p>Police and Crime Commissioner, his Deputy and staff within the OPCC, Chief Officers and Senior Police Officers, Heads of Force Departments, staff working on relevant projects across the Force.</p> <p>Relevant partners/agencies including community safety, criminal justice, health, social care, voluntary, community and social enterprise (VCSE) bodies, as well as the local community of Leicester, Leicestershire and Rutland (LLR).</p>
<b>Equality and Diversity</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

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### **Person Specification**

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education** (including qualifications):

.1.To be educated to GCSE standard in Maths and English (Grade C), and educated to A level standard or equivalent in a subject requiring wide use of the English language.

##### **Work Experience:**

2.Experience of building successful relationships with partner organisations at both operational and strategic levels.

3.Experience of being part of a partnership / project team.

4.Demonstrate the ability to take personal responsibility for making things happen and achieving results.

5.Experience of working in a community safety, criminal justice, social care or health related field.

6.Experience of implementing successful initiatives and/or services in collaboration with external partner agencies.

7.Excellent written and verbal communication skills with the ability to explain complex issues to partners and stakeholders in a clear, concise and understandable way.

**Personal / Interpersonal Skills, Aptitudes:**

8.Demonstrate an ability to organise and maintain own workload through prioritising and planning.

9.Demonstrate practical experience of working to set targets and timescales.

10.Demonstrable ability to communicate and reason with confidence and authority to wide range of key stakeholders.

11.Ability to review the local partnership landscape and assess the implications for existing and new relationships.

**Special Skills:**

N/A

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Knowledge/ Education:**

1.To hold a PRINCE 2 or equivalent project management qualification.

**Work Experience:**

2.Understanding the current issues which are relevant to Police and Crime Commissioners.

**Personal / Interpersonal Skills, Aptitudes:**

Please enter text here

**Special Skills:**

N/A

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Core Responsibilities/ Accountabilities**

#### **Operational:**

1. To support the work of the Strategic Partnership Board, its Executive meeting and its sub-groups.
2. Support with the planning of the OPCC projects.
3. To work with partners and delivery of any specific partnership development funding provided by the PCC development funding.
4. To represent the Office of the Police and Crime Commissioner at appropriate partnership meetings which support the delivery of the Police and Crime Plan.
5. To create and maintain relationships with the local Community Safety Partnerships.
6. To maintain an up-to-date knowledge and understanding of the local partnership landscape.
7. To facilitate a culture which supports trust, confidence and co-operation between the OPCC, partners and/or service providers.
8. To support the delivery of effective governance arrangements between the OPCC and other partner agencies.
9. To identify and exploit opportunities for developing relationships with other agencies and interacting with them in a way that encourages mutually valued relationships.
10. To work closely with key partners, users, and providers to identify opportunities for further joint working and innovation.

#### **Management/Leadership:**

None

#### **Communication:**

11. Continued development of constructive relationships with existing partners at both operational and strategic levels across LLR.
12. Effective communication with community safety, criminal justice, health, the Voluntary, Community and Social Enterprise sector, other partners to ensure that they are engaged in promoting existing, and developing new, solutions to the priorities set out within the Police and Crime Plan.

#### **Administration:**

#### **General:**

13. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

14. Must be flexible, willing and able to travel and work in alternative locations across Leicester, Leicestershire and Rutland as the role requires.

15. This is a politically restricted role.

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### Personal Values /Competencies

Refer to the personal qualities in the **police professional framework** and tick the relevant levels to the job role:

- Decision Making ☐
- Public Service ☒
- Working with Others ☒
- Professionalism ☐
- Leadership – Level 5 or above ☐ (Leading Change, Managing Performance & Leading the Workforce)

### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

1) Recruitment Vetting (RV)

2) N/A

3) N/A

**Date line manager checked vetting level needed :**

**Car User:** Yes ☒ / No ☐ - Essential /Casual Allowance {*per mile / day etc*}:

**Budgetary Management:** Yes ☐ / No ☒ Budget Value approximate value £ Please enter text here

**Additional Information:** Please enter text here

### Reasonable adjustments

Please enter text here