

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Policy & Programme Manager (x2) - <i>Infrastructure, Planning & Housing</i> - <i>Economy, Skills & Employment</i>	Salary range: £45,666 - £48,489 depending on experience
Section: South London Partnership	Directorate: Chief Executive's Group, Richmond Council
Responsible to following manager: Sarah Sturrock - Director, South London Partnership	Responsible for following staff: none

Background

The South London Partnership (SLP) is a cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton. Since relaunching in January 2016 under a new director it has built a small dynamic core team working closely with politicians, chief executives, senior managers and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including health, skills and transport.

The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need. The key collaboration areas are Growth, Health and Innovation.

The [SLP Growth Proposition](#) outlines our key ambitions in the areas of economic development, skills, transport, housing and planning and influences our current programme of work.

SLP is hosted by Richmond Council. Post holder(s) will therefore be employed by Richmond Council under its terms and conditions (not the Richmond and Wandsworth Shared Staffing Arrangement [SSA]). The team is based at the Richmond Civic Centre in Twickenham, but all members are expected to work in other SLP borough offices when that makes sense to build working relationships and make most effective use of their time.

Job Purpose

The post holders will be responsible for shaping and securing successful delivery of sub-regional policies and programmes to unlock economic growth in South London. Each taking responsibility for specific thematic leads, they will lead collaborative work between the SLP boroughs and with other partners – including government, the Mayor, business and others. Bringing their own expertise, analysis and ideas, and harnessing those of others within the partnership and beyond, and they will shape, plan and secure delivery of policies and programmes that will add demonstrable added value to growth-related activity in boroughs. They will secure resources from within the partnership and through bids and business cases to other bodies or funding sources, and manage these to deliver effectively.

The areas of responsibility are currently split along the broad lines of Infrastructure/ Planning/Housing and Economy/Skills/Employment. This is open to review in the light of the skills and experience of applicants and over time as the balance of workloads evolves. It is expected that both Managers will work closely together to shape and drive the overall agenda and make links where appropriate, including with other team members.

The key priorities for the posts currently are:

1. Infrastructure, Planning & Housing:

- a. Sub-regional Infrastructure for Growth Strategy - We are working with the Mayor, GLA and TfL to co-produce a sub-regional strategy and new ways of collaborating to identify and secure the transport and other infrastructure needed to help deliver good growth in homes and our sub-regional economy. This will also involve building links to authorities beyond London to explore common issues and opportunities with them.
- b. Industrial and Office Land – we have commissioned a review of industrial and office land across the sub-region, on the back of which we will want to explore the potential for collaborating to support retaining and strengthening the economic contribution from these.
- c. Influencing the London Plan and other Mayoral Strategies to support polycentric growth – identifying and pursuing opportunities where sub-regional collaboration can secure greater influence and help address challenges to delivery in our area.

2. Economy, Skills & Employment:

- a. Skills – developing an employer-led and responsive skills system to support our residents into work and our employers to secure the workforce to

support productivity and growth, and establishing the sub-regional role in devolved skills commissioning in London.

- b. Work & Health Programme – securing the collaboration between the provider, boroughs, JobCentre Plus, the NHS and others to support successful delivery of the devolved South London Work & Health Programme.
- c. Sector-focused economic growth facilitation – wrapping up a review of the Tech Sector and identifying actions to support its future growth, and then considering further reviews in sub-regionally significant sectors where there may be opportunities for action.

Applicants should indicate clearly the post(s) for which they are applying – if applying for both, it would be helpful if you would indicate a preference. Knowledge and experience of at least one of these agendas is desirable, but more importantly post holders will need to show they can pick up and make a positive contribution on these or other agendas quickly.

Specific Duties and Responsibilities

- To lead the development and delivery of key sub-regional ambitions, policies and programmes, reflecting SLP borough interests, wider policy opportunities, best practice and innovation
- To secure, manage and maintain the engagement, support and contribution of SLP boroughs to sub-regional work on growth at both political and officer levels
- To develop effective partnerships with public, private and/or community sector organisations to secure delivery of SLP growth ambitions
- To commission and manage analysis, research, consultancy or other support to enable the development and delivery of sub-regional growth policies and programmes, within budget and in accordance with procurement procedures
- To determine, with the SLP Director, the capacity and resources required to deliver sub-regional policies and programmes and, where appropriate, prepare compelling business cases and bids for funding or other support including from government, the Mayor and London bodies or others
- To be responsible for SLP Boards, Working Groups and any other policy and programme arrangements, managing them to support delivery and contributing to the effective governance of the partnership

- To represent SLP in pan-London or other wider work eg to shape London devolution propositions to meet our interests
- To shape and deliver communication and lobbying work to support delivery of sub-regional growth policies and programmes and strengthen the reputation and influence of the partnership, working with borough communications experts
- To plan and run SLP events to further our growth agenda, working with borough communications teams
- To work with other team members to manage the SLP's relationships with key partners in a co-ordinated and influential way
- To collaborate with the rest of the SLP team to deliver an effective and influential sub-regional partnership

Generic Duties and Responsibilities

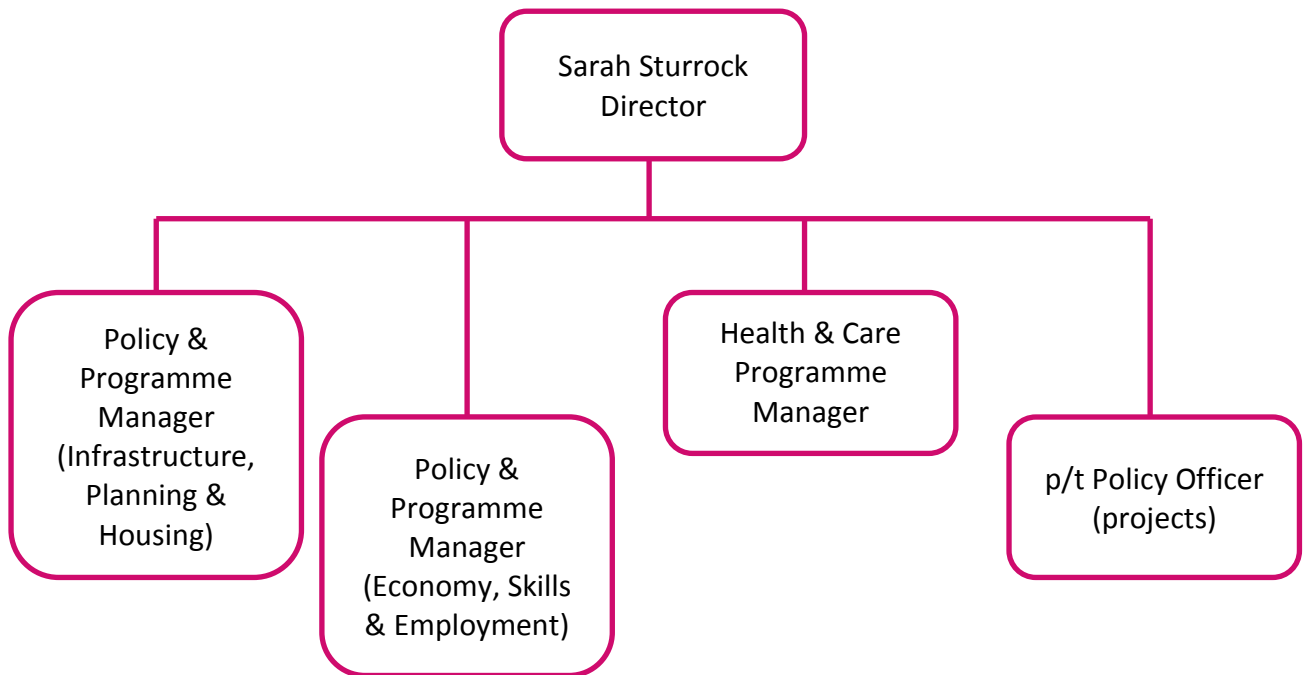
- To contribute to the continuous improvement of the South London Partnership and the services of the Boroughs of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton
- To comply with financial management and control requirements of the host borough or any other SLP borough as necessary
- To comply with the relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety
- To adhere to the security controls and requirements as mandated by the policies, procedures and local risk assessments of the Richmond and Wandsworth SSA as hosting organisation or equivalent in other boroughs where relevant to maintain confidentiality, integrity, availability and legal compliance of information and system
- To promote equality, diversity and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected
- To understand councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role
- As SLP is a small organisation, post holder(s) will be expected to work flexibly and carry out any other reasonable duties within the overall function

- To deputise for the Director as required

Additional Responsibilities

- Some evening working may be required very occasionally to attend meetings or events
- While based at the Civic Centre in Twickenham, post holder(s) will be expected to work flexibly in locations across the five SLP boroughs and more widely as required

Team Structure



Person Specification

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Our Values and Behaviours

As the SLP is hosted by Richmond Council, our values and behaviours will be based on those for the council as part of the Richmond and Wandsworth SSA, which expects staff to meet high standards. The SSA values and behaviours are:

- being open
- being supportive
- being positive and helpful.

Additional values and behaviours reflecting the specific functions of a sub-regional partnership team, which may also develop further as our agenda evolves, are:

- understanding and respecting the perspectives, policies and practices of the different SLP member boroughs – the SLP team sees itself as part of the five boroughs it works with, helping them to work together effectively, not as a separate entity;
- continuously ensuring that sub-regional working adds value to what could be or is done locally – and that it has an impact on outcomes for residents, service users or businesses;
- taking responsibility and being accountable for achieving the best possible outcomes – a 'can do' attitude to work;
- continuously seeking better value for money and improved outcomes at lower cost; and
- taking a team approach that values collaboration, partnership working and mutual support.

Person Specification Requirements	Assessed by A & I/T/C (see below for explanation)
Knowledge	
Good knowledge and experience of policy development as it relates to local government and places – preferably with some specific knowledge of at least one aspect of the overall growth agenda (eg economic development, regeneration, housing, planning, transport, skills, employment or business support, etc)	A/I
Experience	
Experience of leading partnership working to agree and achieve shared objectives and deliver value	A/I
Experience of operating in a political environment, recognising and handling in an appropriate manner confidential or sensitive information, and distinguishing between political and non-political activities	A/I
Experience of leading successful multi-partner projects and programmes from initiation to completion and realisation of benefits	A/I
Experience of successfully leading, directing and delivering change in a positive way	A/I
Experience of demonstrating resilience, determination and flexibility in overcoming challenge and difficulty to achieve desired outcomes	A/I
Skills	
Excellent interpersonal skills with the credibility to develop exceptional relationships of trust and influence with politicians, senior executives, peers and other agencies working strategically and personally across organisations and professional boundaries to identify areas where mutual gain can be achieved and secure delivery of action to realise these	A/I
Thinking strategically and creatively, drawing on your own and others’ expertise, to advise members and senior officers and shape policy and programmes that can add value and to turn their briefs and your own ideas into workable initiatives	A/I/T
Working on your own initiative, shaping and managing your own workload and harnessing input and contributions from across boroughs or more widely to agree policy and unlock delivery in an environment where deadlines and priorities will often change, compete or conflict	A/I
Swiftly gathering, analysing and interpreting information and data, including on new subjects, and using this effectively to inform policy and programme development and delivery	A/I/T
Scoping analysis, research, consultancy or delivery support, and working with procurement experts to procure it in line with borough procedures, and manage its delivery to achieve agreed goals and value for money	A/I
Proven programme and project management skills to plan and manage delivery of multi-partner working to realise benefits	A/I
Strong communication skills with the ability to present clearly and confidently to a wide range of audiences, including at the highest political and regional levels	A/I/T

Clear and compelling writing for reports, strategies, briefings, media statements, web content etc	A/I/T
Qualifications	
Educated to degree level or equivalent and holding relevant professional qualifications	A, I, C

A – Application Form

I – Interview

T – Test

C - Certificate