Job Description for grades A-F posts

Job Title: Partnerships and Research Officer
Post No: CBC/
Grade: F
Division: Chief Executives
Location: Municipal Offices
Responsible to: Safeguarding and Partnerships Manager
Responsible for: Supporting Cheltenham Partnerships

Part A: Job purpose
The post of Partnerships and Research Officer is one of 2 posts reporting to the Safeguarding and Partnerships Manager.

The purpose of the post is to support the Council and the Communities Partnership focus on the issues that matter most to our residents, businesses and partners.

This job description operates in conjunction with the council constitution including the scheme of delegations.

Part B - Specific Areas

1. To research best practice in local government and partnership working and coming forward with robust plans to improve our practice in both local government and partnership working.

2. To build evidence from available data (including that from our customers) and needs analyses (and commissioning data where this isn’t available) to guide our decision making, particularly in relation to our preventative work.

3. To co-ordinate the activities of the Communities Partnership within the Cheltenham partnership structure ensuring that the partnership is focused on delivering the agreed strategies and targets and ensure that all partners contribute effectively towards delivery of agreed key priorities.

4. To co-ordinate meetings of the Communities Partnership (including its task and finish groups) ensuring that there are appropriate governance arrangements in place at all times.

5. To facilitate action by co-ordinating partnership action plans and supporting CBC service managers with their service plans.

6. To monitor and evaluate the impact of our work by helping to coordinate a partnership-led place performance framework to include the collation and presentation of past data and trends to inform policy making.

7. To ensure the effective financial management, accounting and reporting of any funding being channelled through the Partnerships.
To identify and resolve any blockages or barriers to effective partnership working; deal positively with personal or inter-agency conflict and bring any unresolved issues to the attention of the Chair of the Partnership.

To co-ordinate the effective marketing and public relations of the partnerships ensuring that key messages are distributed in a timely manner through the use of the website, press-releases and other forms of communication as appropriate.

To support any consultation exercises carried out by Cheltenham Borough Council and/or the Cheltenham Partnerships.

Part C: Corporate result areas

1. Own personal management and development
   a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
   b) to ensure that the council’s equal opportunities policies are followed and actively practice social inclusion within own area of service.
   c) to read and respond to corporate communications and information which is disseminated.
   d) to participate in the council’s agreed performance appraisal system.

2. Responsible for all physical resources and budgets allocated to the unit.
   a) no budget responsibility;
   b) ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
   c) to comply with standing orders, financial regulations and all other council policies and systems for ensuring financial probity;

3. Professional / technical
   a) maintain personal professional/technical competence within the service area in part C;

4. Other responsibilities
   a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
   b) to comply with all aspects of the corporate health, safety and welfare policy
   c) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.
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<tr>
<th><strong>Division:</strong> Chief Executives</th>
<th><strong>Job title:</strong> Partnerships and Research Officer</th>
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<tbody>
<tr>
<td><strong>Grade:</strong> F</td>
<td><strong>Post number:</strong></td>
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<tr>
<td><strong>Drawn up by:</strong> Tracy Brown</td>
<td><strong>Signature:</strong></td>
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**Does this post require a Criminal Records Bureau disclosure?**  YES (delete as appropriate)

**If a CRB disclosure is not required please delete the following text**

If yes, at what level, ENHANCED

If the answer is YES, the post is considered to be exempt under the Rehabilitation of Offenders Act (1974) and applicants must be prepared, if offered the post, to complete a Criminal Records Bureau disclosure form and allow the appropriate checks to be carried out.

**Essential Criteria** (it is essential that applicants satisfy the criteria listed in boxes A to E)

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**A. Skills and Abilities**

*(including basic, technical, communication, managerial skills, skills dealing with people, etc.)*

- Negotiating skills with external partners frontline service providers (such as social care, police, CBH and children’s centre staff), convincing them of the need to take action to respond to identified needs, sometimes arguing for them to take actions they might not want to take.
- Promotional skills with community, partner agencies and CBC officers
- All of the above will take place on a daily basis and include discussions with a wide range of partners and CBC officers
- Effective presentation skills are need to communicate evidence and policy ideas to a wide range of audiences including CBC senior officers, elected members and partners.
- Will include both written and verbal communication
- Ability to organise own time effectively
- Ability to work on own or part of a team
- Ability to work within procedures
- Ability to organise project delivery
- Ability to manage a budget and to produce financial reports.
- Ability to communicate clearly at all levels with excellent ability to write in plain English for various audiences.

**B. Knowledge**

- Advanced knowledge of community development, health inequalities.
community safety and social inclusion agendas
- Advanced knowledge of safeguarding agendas
- Advanced knowledge of data collection processes and practices
- Detailed knowledge of data protection and information sharing guidelines

C. Work Related Experience (including voluntary/unpaid work)
At least three years’ experience of working within at least one of the following areas:
- Community Development
- Health and wellbeing
- Community safety
- Research and Data analysis

Demonstrable experience within at least one of the following areas:
- Using research and data to help shape policy decisions
- Working in partnership to deliver effective outcomes.
- Engaging with key partners and the community using a range of engagement techniques

D. Qualifications - for which there is a legal/professional requirement
Degree level qualification or good standard of general education

E. Circumstances
(e.g. the office is a non-smoking environment).
Will require a DBS enhanced check

F. Desirable Criteria
(It is not essential to satisfy these requirements, but they may be used during shortlisting)
Access to own car
Experience of evaluating projects
Experience of bidding for grant funding and managing associated projects
Experience of project management

Criteria  Assessment Code Descriptors
S  - To be assessed at shortlisting for interview.
I  - To be assessed at interview
T  - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)

FOR OFFICE USE ONLY
Verification Statement
I confirm that this Personnel Specification has been approved by:

Name: Designation:
Signature: Date of Approval:

This statement must be completed before the form is sent to Human Resources

This form is produced by Human Resources, if you would like to comment on it please call us on 775092 or 264111