

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Place

**Job Ref Number:** 04068

**Service Area:** Economic Development

**Grade:** G12

**Job Title:** Partnership Manager (Connect to Work)

### **PURPOSE OF JOB:**

Connect to Work is a government funded programme which seeks to tackle worklessness in the most disadvantaged communities in the labour market. The programme will only be successful if employment, training, and health activity is aligned and if the area's small and medium sized enterprises are fully engaged. The role of the postholder will be to achieve this alignment and this engagement.

On behalf of the local authority, the postholder will lead on improving the employment opportunities for people experiencing worklessness. The geography for this post is all of Lincolnshire, North East Lincolnshire, and North Lincolnshire.

The postholder will act as a change agent to enable delivery of relevant outcome indicators from the council's corporate plan. The postholder's work will also contribute to governmental employment and health related outcomes.

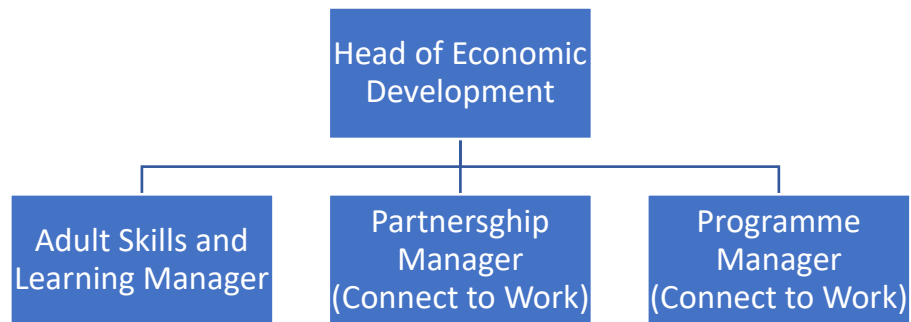
The postholder will be expected to work across organisations, be able to influence budgets held by those organisations as well as advocate for change effectively. They will also have substantial strategic responsibilities across the council and other agencies.

Strategic objectives for the postholder include:

- (i) Identify linkages between stakeholders in health, employment, and other public services and Connect to Work
- (ii) Work closely with NHS to encourage them to use their front of house services to deliver against the Connect to Work objectives
- (iii) Establish and deliver an approach to Small and Medium sized Enterprise engagement so that business are able to offer experience and jobs to Connect to Work beneficiaries which are meaningful to the business and the beneficiary
- (iv) Promote Connect to Work across LCC's directorates and help directorate contacts to implement activity which supports this client group

The work will include working across the entire Council, NHS bodies and other partner agencies. It will also involve influencing private sector, voluntary sector and community sector organisations that can impact on worklessness and influencing the attitudes and behaviour both of professionals and of the population generally.

This is a fixed term post running for the financial years 2025/26, 2026/27, and 2027/28.

**TEAM STRUCTURE:****MAIN DUTIES:**

1	Take responsibility for worklessness issues and work across organisational and professional boundaries acting as a change agent managing complexity to deliver improvements in employment prospects.
2	Provide briefings on the worklessness issues in local communities to Councillors, Council Officers, Clinical Commissioning Groups, the 3rd sector, the public and partners. Where required to so, the postholder will provide verbal briefing to Councillors, other colleagues and stakeholders in person which maybe at short notice.
3	Utilise (and if appropriate develop) information and intelligence systems to underpin the delivery of Connect to Work across disciplines and organisations.
4	Provide the key local authority link on worklessness to the health community, providing advice/support to colleagues and co-ordinating appropriate access to information and to the Connect to Work services.
5	Provide the key local authority link on worklessness to the business community, providing advice/support to colleagues and co-ordinating appropriate access to information and to the Connect to Work services.
6	Communicate with directorates and teams across LCC and their subcontractors, encouraging and supporting them to offer advice and work placements to the Connect to Work cohort.
7	Represent LCC at appropriate regional and national Connect to Work forums, providing information about the challenges of worklessness in our area and helping to shape future policy.

**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
<u>Personal qualities</u>			
Able to influence senior members of partner organisations and businesses including directors and CEOs	I	X	
Able to both lead teams and to able to contribute effectively in teams led by junior colleagues	A	x	
A high level of intellectual rigour	A		x
Political awareness, negotiation and motivation skills as well as flexibility and sensitivity. A high level of tact, diplomacy and leadership including the commitment to work within a political system irrespective of personal political affiliations and at the same time maintain the ability to challenge and advocate for effective working and on specific issues in order to achieve employment outcomes.	I	x	
Able to deal with complex worklessness challenges in a multi -organisational environment with widely differing governance, finance system and organisational cultures in addition to multiple and changing demands, and to meet tight deadlines.	A		x
<u>Experience</u>			
Delivery of successful change management programmes across organizational boundaries	A	X	
Media experience demonstrating delivery of effective messages	A		x
Experience of using complex information to explain issues to a range of audiences	I	x	

<u>Skills</u>			
Strategic thinker with proven leadership skills and operational nous	I	X	
Able to demonstrate and motivate organisations to contribute to tackling worklessness through mainstream activities and within resources	I	X	
Ability to lead and manage the response successfully in unplanned and unforeseen circumstances	I		x
Analytical skills able to utilize both qualitative and quantitative information	A		x
Ability to design, develop, interpret and implement strategies and policies	A	x	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.