

**JOB DESCRIPTION**

<b>Directorate:</b> South London Waste Partnership	<b>Job Title:</b> Strategic Partnership Manager	<b>Grade:</b> MG5
	<b>Post Number:</b> N/A	

**RELATIONSHIPS**

- 1 RESPONSIBLE TO:**  
SLWP Management Group
- 2 MANAGEMENT RESPONSIBILITY FOR:**
- Contract Manager
  - Project Support Officer
  - External advisers
- 3 IMPORTANT INTERNAL RELATIONSHIPS**
- Chief Executives and Directors of Partnership boroughs
  - South London Waste Partnership Management Group, which is comprised of Heads of Service, Executive Heads, Senior officers and Directors from each of the four boroughs.
  - South London Waste Partnership Borough lead representatives and colleagues.
  - Partnership Boroughs' Commissioning, Procurement and Legal colleagues.
- 4 IMPORTANT EXTERNAL RELATIONSHIPS**
- South London Waste Partnership Joint Waste Committee, which is comprised of two Committee level members or equivalent from each of the four boroughs.
  - South London Waste Partnership Advisers.
  - South London Waste Partnership contractors.
  - All relevant senior professionals for whom and with whom the Partnership does business, including other Local authorities and Governmental/regulatory bodies, e.g.:
    - The Mayor's Office (GLA)
    - Department for Communities and Local Government
    - DEFRA
    - Local Partnerships
    - Local Councils

### **MAIN PURPOSE OF JOB**

The South London Waste Partnership is made up of four local councils (Croydon, Kingston, Merton and Sutton) working together to provide improved and more cost-effective waste management services to their residents. The Partnership was formed in 2003 and has procured a number of waste services: landfill, haulage, HRRCs, food waste, green waste services (2007-2008).

The Partnership has two key aims:

1. To manage waste in a way that is more sustainable and causes less damage to the environment.
2. To manage waste in a way that is more cost-effective, for the benefit of council tax payers.

The Strategic Partnership Manager will build upon the success of the Partnership by providing strategic management of the Partnership's broad programme of activities.

The postholder will:

- Lead, develop and oversee all strategic planning and projects.
- Be responsible for strategic planning and delivery including the development of strategy and commercial plans, business cases, discrete projects and procurement exercises, covering a range of environmental services including but not limited to Waste.
- Act as Project Director on all commercial and strategic projects.
- Be responsible for resource planning into those projects and oversee budgets and spend on all projects.
- Provide line management to the Contract Manager and Project Support Officer, and any other staff working within the Partnership.
- Scope the work of the Partnership's external advisers and recruit sufficient advisory capacity.
- Manage the inputs of both internal and external advisers across a range of projects, work streams and work phases.
- Act jointly with Chair of the Management Group as spokesperson for the Partnership's communications.
- Act as principal representative of the partnership in engaging in a wide

range of stakeholder relationships including DEFRA, Local Partnerships, GLA, contractors, etc.

- Promote and act as champion of the Partnership with the support of senior officer groups and the Joint Waste Committee (Member Board) as required.
- Report ongoing progress, developmental plans, risks and strategy to the Partnership Management Group and the appropriate senior officer groups and member boards.
- Work closely with the Management Group Chair and the borough Leads to ensure borough support for all plans, strategy and recommendations.

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## **MAIN RESPONSIBILITIES/DUTIES OF JOB**

### **Partnership**

- To fully understand each member of the Partnership's needs and expectations, both internal and external, and develop the Partnership's workstreams accordingly.
- Builds strong working relationships with all members of the Management Group and external advisers in order to build upon the Partnership's successful track record of partnership working.
- Promotes the continuation and development of a mature relationship within the Partnership.

### **Communications**

- Represents, raises the profile, and promotes the work of the Partnership to internal and external stakeholders, including members of the public and outside bodies where appropriate.
- Keeps stakeholders informed of information that affects them and influences their authority's service provision and strategy development.
- Seeks, listens to and responds to the views and ideas of stakeholders and staff.
- Encourages and actively engages in positive Partnership communications at a strategic level.

### **Strategy & Leadership**

- Leads on the development of the Partnership with overall responsibility for the production of strategies, workstreams and programmes, utilising input as appropriate from advisers.
- Creates a highly motivated team that works together to achieve performance targets and service goals.
- Supervises and embeds contract performance, project management and performance management across the Partnership workstreams.
- To serve as a member of the Management Group and chair all programme and contract meetings as appropriate.
- To support and develop direct reports including the Contract Manager and Project Support Officer.
- To build and maintain appropriate working relationships with key members.
- To build alliances with external individuals and organisations.

### **Operations**

- To lead in policy making, strategy formulation and objective setting at a strategic level across the Partnership workstreams.
- To work with the Contract Manager, Project Support Officer and workstream leads to put into practical effect the working of these policies and objectives.
- To contribute professional and technical advice and expertise across

the Partnership's workstreams and contracts.

- To be responsible for the effective management of risk within the service, including promoting risk awareness, identifying, reporting and reviewing risks

### **Performance**

- To maintain and further develop robust and effective contract management arrangements and translate this into improved performance.
- Has high performance expectations that are transferred into clear measurable targets.
- Ensures that direct reports effectively undertake their responsibilities for managing their performance and development.
- Consistently achieves performance targets and celebrates success.
- Continually monitors performance against targets and communicates this to others.

### **General**

- Provides overall professional advice to the Partnership on new and emerging relevant national legislation, regulation and strategy.
- To demonstrate a commitment to own personal and professional development and to developing and coaching others.
- To champion diversity and equality in all aspects of service delivery and people management.
- Commits to the wellbeing of staff and actively promotes relevant Health & Safety policies.
- Any other duties commensurate with the grade of the post, as may be required from time to time, including attending meetings outside of normal working hours.

## **Person Specification**

**Service Directorate:** South London Waste Partnership

**Job Title:** Strategic Partnership Manager

### **Qualifications:**

- Degree or equivalent in professional discipline.
- Membership of relevant professional bodies.

### **Experience:**

- Proven experience of senior level strategic management of complex projects.
- Demonstrable experience of leading and managing complex partnership programmes.
- Previous leadership and management of commissioning complex contracts.
- Contract Management and the clienting and monitoring of contracts.
- Strategy development
- EU procurement and competitive dialogue.
- Stakeholder management
- Project management
- Communications and media
- External advisor recruitment and management.

### **Ability to meet the following criteria:**

#### **Leading People**

- Understands and builds commitment to the Partnership's strategic direction
- Motivates and inspires team members
- Sets high performance standards and expectations
- Develops a strong sense of cohesion and team spirit
- Empowers the team to take responsibility for actions and decisions
- Delegates work effectively and appropriately
- Monitors performance and provides regular and constructive feedback
- Creates a working culture that is open and responsive to change
- Maintains a focus on outcomes at times of organisational change

#### **Delivering Programmes**

- Understands key external influences and how these impact the Partnership's work.
- Recognises the financial pressures on the Partnership authorities and the need to provide value for money

- Promotes good Partnership governance throughout the Partnership's activities
- Identifies and is responsive to internal and external customers' needs
- Works with customers and partners to provide innovative solutions
- Actively participates in cross-functional networks and groups
- Builds strong working relationships with contractors and external partner organisations
- Understands and fulfils budget management responsibilities
- Manages projects effectively within best practice methodologies
- Displays risk awareness and commits to essential standards of risk management
- Promotes environmentally sustainable methods of working

### **Personal Effectiveness**

- Listens and seeks to understand the position and views of others
- Expresses views with clarity and conviction
- Applies skilful negotiation techniques to achieve win-win outcomes
- Demonstrates a determination to achieve challenging targets
- Acts as a role model for the highest levels of ethical and professional conduct
- Actively promotes a culture that values equality and diversity
- Promotes a healthy and safe environment and respect for work-life balance
- Displays a high level of drive that sets an example to others
- Is flexible and adaptable to changing goals and circumstances
- Anticipates and responds proactively to organisational change
- Continuously looks for ways to improve services and develop new ways of working

### **Knowledge of:**

- Fully understands national and local influences on the Partnership and their implications for the future delivery of the Partnership's workstreams
- The long term vision and priorities of the Partnership
- Financial and budget management systems and processes including capital and revenue financing arrangements
- Government policy, legislation and regulations relating to the Partnership's workstreams