

Enabling Partnership Officer

JE Code: JE2500



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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Housing Delivery |
| **Reports to:** | Community Engagement Manager |
| **Job Family:** | Professional and Technical |
| **Grade:** | G |
| **Political restricted:** | N |
| **Date:** | February 2023 |

**Key Deliverables**

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| 1. | Lead on the Council’s Shared Prosperity Fund including allocating grants, ensuring compliance,  monitoring and evaluating projects and reporting to central government on the progress of the  initiative and provide any reports/data/information as and when requested. |
| 2. | To effectively manage a portfolio of grants/funding and provide support to grant holders in order  to facilitate the delivery of quality projects on time and on budget. This will include reviewing  applications for funding and making recommendations to the decision-making panel to ensure  that available funding is put to best use. |
| 3. | In consultation with Community Engagement Manager, implement transparent and  effective grants management processes. Ensure the allocation of funding is in line  with the original SPF bid and provide updates, information and data on SPF as  required with internal and external stakeholders. |
| 4. | Ensure community engagement and resident involvement is aligned to the aims of the  Community-led Estate Renewal and Regeneration Strategy, and is coordinated within  neighbourhoods and across the programme. Manage the planning and delivery of a wide  range of engagement activities including setting up and running the SPF partnership  forum. |
| 5. | Review reports and monitor progress of projects to verify that grant holders are  implementing grants to address agreed objectives in a timely manner and in-keeping  with good practice. |
| 6. | Work closely with colleagues to coach and support grant holders in the management  of their activities, funding and partnership. |
| 7. | Acting as an Ambassador for the Council, promoting the vision, objectives and values of the  Council, the post holder will work in partnership with Estate Renewal Forums, Resident  Associations, Ward Councillors, Parish Councils, other strategic partners and the private and  voluntary sectors to promote the benefits and projects of the SPF across Milton Keynes. |
| 8. | Support cross Council work identifying and assessing local needs to prioritise how/where to  allocate grant funding through interpretation and analysis of data such as the Census, the Indices  of Multiple Deprivation and areas that have identified through the Regeneration and Renewal  Strategy. |
| 9. | To respond to requests for information as required e.g. FOIs, MP requests, KPIs and government  statistics. |
| 10. | Promote, review and report on the Grant scheme including preparing reports for  committee. |
| 11. | Ensure the grant scheme and all other associated work meets all legal and accounting  requirements including any requirements under procurement regulations set out by  MKCC and central government. |
| 12. | Ensure the projects and grants are fully compliant with all the requirements set out  by central government ensuring there is no clawback/withdrawal of funds. |
| 13. | The above responsibilities are indicative but not exhaustive and can be amended to  reflect changing business requirements. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| 1. | 5 GCSEs grade A-C including English (or equivalent level of educational attainment). |
| 2. | Knowledge and experience of managing central government funding including compliance,  reporting, monitoring and evaluation. |
| 3. | Extensive knowledge and experience of using Microsoft Office, in particular word processing and  presentational software. |
| 4. | Able to understand, analyse and interpret IMD statistics and forecasts. |
| 5. | The post holder will be expected to work independently, able to manage a high workload and  conflicting priorities and plan and prioritise work and deliver to deadlines. |
| 6. | Experience of and an active commitment to a culture that embraces excellent customer service. |
| 7. | Able to identify issues and develop operational plans, open to ideas on how to improve the service  area, taking measured risks to develop and implement new initiatives. |
| 8. | Able to influence, persuade and negotiate to achieve positive outcomes. |
| 9. | Able to review and assess viability of projects to maximise impact, meet outputs and outcomes as  noted in SPF bid. |
| 10. | Able to write and prepare documents to a good standard, such as reports and reasons for  recommending grants as well as providing feedback, compliance and supporting notes to MKCC  committees and central government. |



Job Family

Professional/Technical

Grade G



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| **Colleagues expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role characteristics

At this level roles require an in depth, theoretical understanding of their particular discipline to solve complex problems, offer evidence based, provide authoritative advice to colleagues / service users and manage teams and/or other resource assets.

### The knowledge and skills required

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline, such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on-the-job training and focussed experience such that the level of expertise confers a similar level of authority.

Roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, planning and communication

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions.

Job holders will have plenty of day to day issues to contend with, they will also need to plan some months ahead to achieve medium-term objectives in such areas as project support or service development.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision making and innovation**

Job holders will have the autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the Council but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have only modest levels of responsibility for finance, information assets, equipment and/or premises.

Internal roles are likely to have this pattern reversed, with weightier responsibility for significant financial and non-financial assets, but less for the assessment of needs of individuals and groups.

Jobs will have supervisory responsibility for the work of others and will be accountable for the quality and timeliness of outputs, whether related to the work of internal teams or temporary external contractors, volunteers or others.

### Impacts and demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The problem solving and decision-making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.