LISBURN & CASTLEREAGH CITY COUNCIL

JOB DESCRIPTION

Job Reference: JF3975

JOB TITLE:	Community Planning & Partnership Manager
DEPARTMENT:	Leisure & Community Wellbeing
UNIT:	Communities
SALARY:	PO5
REPORTS TO:	Communities Team – Strategic Manager
DURATION:	Permanent
LOCATION:	Lagan Valley Island
HOURS OF WORK:	37 Hours per Week

KEY PURPOSE

The Community Planning & Partnerships Manager is responsible for the strategic leadership, management and delivery of the Council's Community Planning, Peace, Age-Friendly and Policing and Community Safety Partnership (PCSP) functions.

The postholder will lead multi-disciplinary teams, oversee significant programme and partnership budgets, and ensure delivery against Council and statutory priorities through effective partnership working. The role has a key responsibility for the development, implementation, monitoring and review of the Community Plan and associated delivery plans, ensuring compliance with legislative requirements and alignment with corporate objectives.

KEY RESPONSIBILITIES

The following duties are typical for this role.

1. Provide strategic leadership and management for the Community Planning, Peace, Age-Friendly and PCSP functions, ensuring effective coordination and delivery.

2. Lead the development, implementation, monitoring and review of the Community Plan, ensuring statutory compliance and alignment with Council priorities.

3. Deliver agreed strategic priorities and outcomes, translating corporate objectives into effective programmes and partnership actions.

4. Build, lead and sustain strong partnerships with statutory agencies, community and voluntary organisations, elected Members and other key stakeholders.

5. Represent the Council on external and multi-agency partnerships, governance bodies and forums, ensuring effective influence and collaboration.

6. Assist with the preparation of annual revenue estimates and manage budgetary control, income achievement and all matter pertaining to the Council's accounting manual.

7. Implement effective systems for participation and engagement with a wide audience to ensure collective buy-in for the community planning process.

8. Manage the Age Friendly project to ensure the needs of the aging population of Lisburn & Castlereagh are appropriately addressed.

9. Oversee programme funding and resource allocation, ensuring expenditure is monitored, controlled and aligned to agreed priorities.

10. Lead on performance management frameworks, ensuring robust monitoring, evaluation, reporting and continuous improvement across all service areas.

11. Ensure effective governance, accountability and risk management arrangements are in place for partnership programmes, including Peace and PCSP structures.

12. Lead and manage multi-disciplinary teams, including workforce planning, performance appraisal, staff development and wellbeing.

13. Ensure compliance with all relevant legislation, policies and statutory duties, including equality, data protection and information governance.

14. Contribute to corporate leadership and strategic development, providing expert advice and undertaking additional duties as directed.

15. Ensure compliance with Council policies and procedures and operate within the highest standards on management and personal behaviour, which reflect the core values and behaviours of the organisation.

16. Ensure the provision of high standards of customer care across all the services provided by the Unit and promote and manage the service effectively and communicate in a way, which embraces and promotes the public image and overall reputation of the Council.

Note:

The post holder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

Person Specification – Community Planning & Partnerships Manager

	Essential Criteria	Method of Assessment
Qualifications and Experience	It is essential that applicants have a minimum of: **QUALIFICATIONS** **1.1** Third level qualification (HNC, HND, NVQ Level 4, degree) or equivalent in an appropriate discipline such as: • Community Development • Public Policy • Social Policy • Regeneration **EXPERIENCE** **1.2** – A minimum of **four** years relevant experience in at least **three** of the following areas of responsibility: - Partnership working with a range of stakeholders at a strategic level - Using data systems to collate, analyse and interpret information, identify issues and support evidence-based decision making. - Producing reports, presenting findings and making informed, practical recommendations to support service improvement and delivery. - Community engagement and participation - Community planning and place shaping, including developing collaborative approaches to improve outcomes for people and places. Where applicants do not hold the qualifications as outlined in 1.1 above, they must demonstrate a minimum of **seven years'** experience as outlined in 1.2 above.	Application Form / Pre-employment check Application Form / Interview
Knowledge	• A working knowledge of major issues affecting local government and, in particular the relevant service areas for this post. • Public sector governance frameworks, including committee structures, partnership governance and accountability arrangements (including PCSP and funded programmes). • Strategic planning and delivery, including translating corporate priorities into operational programmes and measurable outcomes. • Programme and budget management, including financial controls, funding conditions, monitoring expenditure and achieving value for money.	Interview
General	**1.4** – A full current driving licence valid in the UK and access to a car or have access to a form of transport that enables you to carry out the duties of the post* *Applies only to applicants who have a disability under the Disability Discrimination Act.	Application Form/Pre-employment check

BEHAVOURAL COMPETENCIES – REFER TO ATTACHED GUIDE 'COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT'

The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.

Factor	Criteria	Essential	Assessment Method
Behavioural Competencies	**1.1 Setting Direction** Contributes to the development of a strategy and conveys a clear vision led by being innovative, ambitious and proactive	Yes	Interview
	1.3 – Managing Performance Sets clear, aligned, high standard performance goals and objectives for self, others and the organisation	Yes	Interview
	3.3 – Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met.	Yes	Interview
	4.1 – Problem Solving & Decision Making Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions and recommendations	Yes	Interview
	4.3 – Achieving Results Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results	Yes	Interview