

Kent County Council

Job Description: *External Partnership Manager*

Directorate:	Deputy Chief Executive's Department
Unit/Section:	Infrastructure
Grade:	KR12
Responsible to:	Head of Business Relationships and Partnerships

Purpose of the Job:

To Develop and Maintain long term strategic relationship with key public sector stakeholders throughout Kent in the Property sector. Develop and lead effective partnership bids for One Public Estate (OPE) and Brown Field Land release (BFLR) funding and research other funding opportunities for the partnership.

Lead in the delivery of broad-ranging innovations and projects from secured funding that produce effective and efficient solutions to existing and future needs, in a strategic and coherent way, in order to help meet their objectives and the Council's strategic aims and intended outcomes for the county. Provide management support for project management of all Partnership Projects.

Main duties and responsibilities:

- Build successful relationships with all strategic KEP members through a comprehensive engagement and partnership management plan to help develop and maintain successful and trusting relationships.
- Work with partners to develop a co-ordinated approach for all potential bidding proposals for the strategic partnership including but not limited to OPE and BFLR bids.
- Develop and manage collaborative partnership programmes including but not limited to the monitoring of all OPE and BFLR funding bids. Define key principles and objectives to ensure effective delivery of projects, research and development outputs that are on time, on budget and to agreed standards.
- Responsible for Managing the Kent Estate Partnership Budget in relation to events, projects and other Spending.
- Be responsible for delivery of 'thought leadership' for the partnership to enable teams and partners to keep appraised and abreast of best practice in relevant fields by careful planning of KEP board meetings, with guest speakers, additional seminars and events.
- Collaborate with partners to support a joined-up consistent approach to transformation within KCC and external organisations. Ensure successful adaptation to changes within KCC and across the local government environment.

- Lead and Co-ordinate the KEP partnership activities, programmes and projects from proposal initiation to benefit realization and provide a cross programme view to ensure consistency and ensure that impacts or effects between projects within a programme are properly handled.
- To maintain awareness of Property developments and innovation from European / Central Government and other organisations and consider their relevance to KCC and partner organisations. If appropriate, make recommendations for research and development of innovative concepts and projects to partners and interested parties.
- Support the Business Relationship Team Manager to facilitate close working with the Kent Connects Partnership, internal and external partners across Kent and communicate and promote the work of the team within KCC.
- Responsible for delivering a customer centric approach and displaying customer focused, professional and empathetic behaviour. Provide excellent service and deliver a high quality and putting the customer at the heart of every aspect of the work.
- Responsible for stimulating an environment for innovation with opportunities to plan new interventions that will drive innovation and proactively embracing new ways of working. Consistently looking at the current way of working to see how this can be improved.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *External Partnership Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Degree level qualification or equivalent
EXPERIENCE	<ul style="list-style-type: none">• Experience of developing and maintaining strategic level partnerships with a public sector and infrastructure context• Experience of working in a property role• Experience of using Microsoft office 365• Experience of a one team approach and working collaboratively with a wider team• Proven experience of partnership working within a public sector setting at different levels
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent written and verbal communication skills and be able to adapt the communication style to suit different audience.• Networking and ability to establish senior level contacts• Selling and influencing skills• Deal making abilities• Able to work on own initiative, taking responsibility for actions and decisions surrounding area of accountability
KNOWLEDGE	<ul style="list-style-type: none">• Detailed knowledge of public sector Property and estate management within and across large and complex organisations• Broad knowledge of the Kent economy
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make

Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery

- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.