

## Job Description

<b>Job Title:</b> Stakeholder, Community and Partners Engagement Lead	<b>Service Area:</b> Mayor's Office	
<b>Directorate:</b> Resources	<b>Post Number:</b>	<b>Evaluation Number:</b> 6514
<b>Grade:</b> GLPC-PO3	<b>Date last updated:</b> November 2022	

### **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

### **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

### **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

### **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

The purpose of this role is to help develop and maintain valuable stakeholder relationships for the Mayor's Office

The post holder will be taking responsibility for all stakeholder engagement strategies including community and partner's engagement and associated activities.

## **Job Context**

- The post holder reports to the Strategic Advisor to the Mayor.
- The post holder has no line management responsibility.
- The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the Council with residents, the Mayor and elected Members, and external bodies.

## **Key Tasks and Accountabilities:**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

To undertake all responsibilities listed below:

- Develop and maintain valuable stakeholder relationships for the Mayor's Office.
- Develop and implement stakeholder engagement strategies for the Mayor's Office.
- Assist to effectively consult and engage stakeholders on relevant projects.
- Implement the firm's stakeholder engagement guidelines.
- Support stakeholder forums, meetings and special events.
- Provide content and updates for various levels of management reporting and environmental scanning processes.
- To work collaboratively with all our communities and support them to become more cohesive, sustainable and vibrant.
- To coordinate resources to deliver a range of community development activities, in partnership with local community groups.
- To play an active role in the support of a range of partner organisations that individually and collectively contribute to making our communities more desirable places to live and enhance the lives of our residents.
- To develop strong and effective relationships with external agencies, working in partnership to deliver benefits to our residents.

## Personal Specification



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<b>Directorate:</b> Resources	<b>Post Number:</b> TBC	<b>Evaluation Number:</b> 6514
<b>Grade:</b> GLPC-PO3	<b>Date last updated:</b> November 2022	

### IMPORTANT INFORMATION FOR APPLICANTS

*The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.*

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

<b>CRITERIA- Essential</b>	<b>METHOD OF ASSESSMENT</b>
<b>KNOWLEDGE:</b> <ul style="list-style-type: none"> <li>• Knowledge of local government and the roles of councillors and officers currently being considered nationally.</li> <li>• Able to demonstrate success in resolving conflicting stakeholder requirements in a complex stakeholder environment</li> </ul>	<p>Application and Interview</p>

<ul style="list-style-type: none"> <li>• Understanding of the needs of diverse individuals and communities</li> </ul>	
<p><b>EDUCATION/QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• A levels or equivalent educational standard</li> </ul>	<p>Application and Interview</p>
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Experience of undertaking a similar stakeholder management role preferably for a local authority</li> <li>• Ability to work unsupervised and to a demanding programme</li> <li>• Community engagement with clearly evidenced outcomes and impacts</li> <li>• Initiating a range of different community activities</li> <li>• Setting up and maintaining partnerships with a range of stakeholders</li> <li>• Experience of delivering community based projects</li> </ul>	<p>Application and Interview</p>
<p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Has excellent interpersonal skills and is able to understand individual's motivations.</li> <li>• Has excellent oral and written communication skills.</li> <li>• Has good planning and organisational skills, enabling stakeholder knowledge to be effectively disseminated and shared</li> <li>• Has experience working with complex stakeholders</li> <li>• Ability to work collaboratively with others</li> </ul>	<p>Application /Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Has a high degree of integrity</li> <li>• Can demonstrate strong interpersonal and networking styles</li> <li>• Can demonstrate strong commitment to the public service</li> <li>• Can use political judgement and sensitivity</li> <li>• The ability to work as part of a team and on your own</li> <li>• Ability to respond quickly and effectively to changing service needs</li> </ul>	<p>Application /Interview</p>

<ul style="list-style-type: none"> <li>• Can work under pressure</li> <li>• Ability to demonstrate, understanding and apply our HEART values. Applicants must evidence their values as part of the application process:</li> <li>• Honesty</li> <li>• Equality</li> <li>• Ambition</li> <li>• Respect</li> <li>• Together</li> </ul>	
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>None</p>	