

Partnerships Lead (1 year FTC)

Department: Department for the Economy

Division: Economics

Reports to: Head of Economic Programmes

JE Ref: ECON1013

Grade: CS13

JE Date: 27/03/2023

Job purpose

Leading on the continuous development and maintenance of close and effective partnership relations with all Economy Arm's Length Bodies (ALBs) that support the local community, to deliver the Government of Jersey's strategic aims and to secure the best possible long-term outcomes for the Island and its residents.

Job specific outcomes

Develop a formal partnership strategy to improve the effectiveness of Economy's partnerships with its ALBs, by producing and delivering an action plan aligned with the Ministerial Delivery Plan, promoting new ways of working with key functions and organisations to address future Island challenges and maximise opportunities.

Develop a framework to support Accountable Officers across the Government of Jersey that supports consistency of relationship management and standards for Reporting, Audit, Remuneration and Appointments.

Lead on the periodic review of partnership relationships and the creation of new effective arrangements between Economy and ALBs, to ensure a joined up and consistent delivery of services in line with Government policy.

Conduct regular reviews of the constitutional nature of bodies, the number of members of governing entities, the remuneration and appointment of executives and internal reporting arrangements, taking action as appropriate to realise efficiencies, ensure and maintain consistency of approach across Economy ALBs and determine ways in which greater value for money can be secured.

Identify and develop the inter-relationships between Economy ALBs, promoting and facilitating collaborative working, to continually develop and increase the degree of strategic alignment with the Ministerial Delivery Plan and the Future Economy Programme to ensure that services are designed and delivered around the customer.

Lead on monitoring the performance of Economy ALBs against agreed KPIs, service efficiency and effectiveness, identifying trends and areas for improvement and identifying remedial actions to be taken when their public service obligations are not met, supporting them to remain fit for purpose and able to fulfil customer needs.

Lead on research initiatives involving the evaluation of alternative collaborative working arrangements with key entities and bodies from across the Island and best practice models in other jurisdictions to inform business improvements and service optimisation initiatives.

Support the Arms Length Body Oversight Board through leading on specific workstream(s) and attending Arms Length Body Working Group meetings to support continuous improvement across the Government of Jersey.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

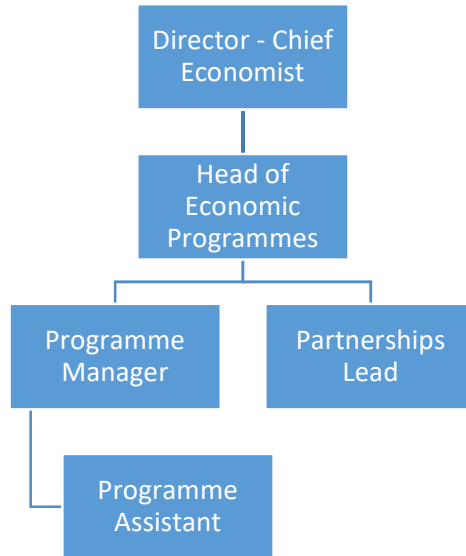
Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

- Arms Length Bodies (ALBs) - e.g. Visit Jersey, Digital Jersey, Jersey Sport

Organisational structure

Government Departments





Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Degree or equivalent specialist knowledge in Economics/Business/Finance</p>	<p>A level 7 post graduate qualification or equivalent gained by substantial practical experience in a relevant specialism, including Finance and / or MBA.</p> <p>A qualification in Prince2, PMP, MSP or Agile.</p> <p>Chartered membership of a relevant professional institution (e.g. Institute of Economic Development, Chartered Management Institute).</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>High commercial acumen, with an understanding of various approaches to ensure large scale programmes integrate to achieve greater economic and social value.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy</p>

		<p>frameworks and practices.</p> <p>Management reporting as it relates to this role.</p> <p>The Department for the Economy priorities, key objectives, risks and issues relevant to the department directorate and the role.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package, including Teams and Sharepoint.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including the States Employment Board and Government of Jersey Ministers.</p> <p>Ability to communicate confidently and effectively in media interviews when required.</p> <p>Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	<p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p>

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism.</i> <i>This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience in managing and working alongside a diverse range of stakeholders within the public sector or a similar context.</p> <p>Experience setting and deploying strategy at departmental / divisional level.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</p>	<p>Proven management experience, including management of senior teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</p>
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.