

**The Job Title** – Partnerships Officer – Youth & Early Intervention

**The Salary and Rewards** – This is a Band D post

**Your contribution to the OPCC will be;** to support the Partnerships Team to effectively manage the activities that contribute to the Police and Crime Plan, with particular regard to the PCC’s role within the wider Criminal Justice System.

**Your business as usual will include;**

- Reading and summarising documents, including policy and research papers
- Collating information and data from a number of sources and writing succinct reports in an agreed format
- Conducting research, literature reviews and consultations - to support the OPCC’s evidence-based approach
- Provision of business management support to the Partnerships team: note-taking; preparing agendas and generating meeting documentation.
- Collecting, entering and presenting performance data on a corporate template
- Developing and delivering an early intervention programme with local schools
- Developing and delivering a regular meeting programme between the OPCC and Youth Offending representatives across the Humber region.
- Proactively monitoring emerging trends in the partnership landscape; horizon scanning; identifying synergies; and connecting opportunities
- Working with partners: arranging, attending and coordinating partnership meetings; building and maintaining strong relationships with stakeholders. Meetings will generally be within the Humberside area.
- Deputising for the Partnerships Manager.
- Any other tasks commensurate with the role.

<b>Decision Making</b>	<b>Leadership</b>	<b>Managing Risk</b>
<p>Has restricted financial authority to specific projects / commissioned services in regards to authorisation and monitors budgets, some of which will be up to £1m per financial year. Will have some operational decision making responsibility day to day in line with responsibility commensurate with the post. Will make recommendations to their line manager on areas of strategic impact.</p>	<p>Will engage and work in partnership with a broad range of external and internal partners and stakeholders usually at an operational level.</p>	<p>Will identify risks and make suggestions around how to mitigate and manage them.</p>

### How you Fit

You will be managed by our Partnerships Manager who will provide you with both challenge and support in your role with us.



### Our Values

We are passionate about our values and you will be too.

We have a simple ‘ABC’ approach to our values - Ambition, Brave, Compassion and Connecting that is grounded in deep levels of Trust.

We thought really carefully about our values and they are everyone’s to own. So we hope and expect that you will strive to do great things with your colleagues, enjoy your work, make us proud and play/work with integrity at all times.

<b>Ambition</b>	You will demonstrate a commitment to the highest standards, best outcomes and continuous improvement for all areas of your work and the work of the OPCC.
<b>Brave</b>	You will not be afraid to raise your views to our partners or strategic leaders and challenge where you feel we can be better individually or as a team. You will try new approaches to try and create efficiencies.
<b>Compassion</b>	You will be a people person and understanding of the vulnerabilities of those we are here to support and the needs of others. You will support and provide help to your team and consider the public in all you do.
<b>Connecting</b>	You will seek out opportunities to connect pieces of work, people, partners where you see the potential of better working together. You will embrace collaboration where it is in the interests of the public.
<b>Trust</b>	You will always conduct yourself in a way that allows your team, partners and the public to trust you and demonstrate that you trust them. You will challenge where you see potential breaches in trust.

### You Will Have;

- A natural fit with our values and your approach to your work will clearly reflect them.
- Excellent verbal and written communication skills, including tact and diplomacy
- A confident, professional manner that inspires confidence with partners
- A commitment to continuous professional development
- Ability to manage a large and diverse portfolio of work with competing deadlines
- Report writing skills
- Attention to detail
- Ability to understand and summarise complex information, challenging it as required
- Ability to identify key risks and suggest mitigating actions
- Competence in using various IT applications, including working with spreadsheets and word processing
- Administration skills – be able to work with a ‘self-administrative’ ethos
- Experience of working within a team in addition to showing capability of being able to work independently where necessary
- A positive ‘can do’ attitude and an approach to prioritisation that demonstrates a commitment to consistently meeting deadlines
- A passion for our communities across Humberside

### You May Have;

- A Degree or equivalent level education or other relevant professional experience.
- A full, clean driving licence and access to transport
- Experience of working in or with public sector or third sector organisations
- Knowledge of the criminal justice landscape
- Experience working with partners in the public, private or third sector
- Experience of project and/or programme administration

### Our Organisation – Our People

