

<b>Job Title:</b>	<b>Neighbourhood Manager</b> (temporary post subject to annual review and funding approval thereafter)	<b>Directorate:</b>	<b>Environments &amp; Neighbourhoods</b>
<b>Grade:</b>	<b>PO4</b>	<b>Salary:</b>	<b>£34,207 - £36,838</b>
<b>Reports to:</b>	<b>Deputy Area Manager/ Area Management Officer</b>	<b>Date:</b>	<b>February 2010</b>

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#### **JOB PURPOSE:**

To lead the development and implementation of an effective programme of partnership based neighbourhood activity in agreed priority areas in Inner South Leeds to deliver improved outcomes for residents. The postholder will manage the deployment of available resources to achieve neighbourhood improvements through an Intensive Neighbourhood Management approach; on behalf of the Inner South Area Committee and overseen by partner agencies represented on the South East Officer Coordination Group. The postholder will help build local capacity to ensure that neighbourhood improvements are sustained in the longer term and help develop mainstreamed approaches to tackling local inequalities.

#### **BASIC OBJECTIVE OF THE POST:**

- Achieving sustainable improvements in priority neighbourhoods in Leeds.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To lead on the development and implementation of neighbourhood initiatives and associated local improvement plans which will deliver outcomes set out in the Leeds Strategic Plan
2. To co-ordinate neighbourhood-based working with Council services and partner agencies to integrate and shape services on the ground.
3. To be responsible for developing service level agreements, resident compacts, protocols and other approaches to underpin neighbourhood service delivery, with Council services and partner agencies.
4. To integrate neighbourhood improvement plans with any other plans for the area, such as the Area Delivery Plan.
5. To develop, lead, and motivate multi-disciplinary teams, ensuring effective project management and supervision of all team members, whether directly employed, seconded or working with the area management team or with key partner agencies.
6. To develop and manage work programmes for any project staff.
7. To initiate and manage relevant and sustainable community involvement and capacity building initiatives to ensure that actions to improve the neighbourhood are supported and sustained by local residents.
8. To work with local Ward Councillors on neighbourhood initiatives and brief them as required.
9. To plan, manage and monitor local budgets as required and to be responsible for ensuring this is managed in accordance with Council financial procedures and standing orders.

10. To prepare funding bids, ensuring all relevant information, subsequent monitoring, evidence and returns are in place for a clear audit trail.
11. To prepare progress, monitoring and performance reports as directed by the Deputy Area Manager/Area Management Officer; including updates for the Inner South Area Committee.
12. To understand and make use of current developments in neighbourhood renewal and neighbourhood management.
13. To be responsible for drafting reports, presentations, documents, briefings as required for a wide variety of audiences.
14. To participate in working and task groups, panels, and any other meetings representing the Area Management Team/Area Committee as required.
15. Upholding and promoting the Council's equal opportunities, diversity and cohesion policies and to deliver effective and appropriate services fairly and without discrimination.
16. To work flexibly, including occasional evenings and weekends, and to undertake any other duties consistent with the post.

## NEIGHBOURHOOD MANAGER

### EMPLOYEE SPECIFICATION

In order to fulfil the standard requirements of the post, postholders must meet the following requirements. Candidates for selection for the post will only be shortlisted for interview if they can demonstrate in their application that they meet these requirements.

	<b>Core Competency</b>	<b>Post Requirement</b>
1.	<b>Leadership and Management. Supporting the development of people.</b>	<ul style="list-style-type: none"> <li>a) Ability to provide visible and supportive leadership, which empowers, enables and develops staff to achieve results.</li> <li>b) Ability to manage and monitor performance effectively and set clear objectives for the review of individual and service level performance.</li> <li>c) Management experience in a service or operational area relevant to the area of service delivery in the remit of the post.</li> <li>d) Active involvement in preparing, managing and controlling budgets.</li> </ul>
2.	<b>Innovation and delivering change</b>	<ul style="list-style-type: none"> <li>a) Ability to put corporate vision and values into practice through agreed policies and strategies.</li> <li>b) Ability to lead change programmes, improve service quality and support a culture that drives up standards and performance.</li> <li>c) Demonstrate a commitment to the new organisational structure and the achievement of Closer Working: Better Services.</li> </ul>
3.	<b>Working in a local government environment</b>	<ul style="list-style-type: none"> <li>a) Understanding of local government political systems and experience of working on politically sensitive issues.</li> <li>b) An understanding of and commitment to sustainability in service delivery</li> <li>c) Understanding of public sector issues.</li> </ul>
4.	<b>Influencing and personal effectiveness</b>	<ul style="list-style-type: none"> <li>a) Ability to make an effective contribution to internal and external meetings.</li> <li>b) Ability to take forward initiatives and policies from development to implementation.</li> <li>c) Ability to resolve conflict</li> </ul>
5.	<b>Working with others</b>	<ul style="list-style-type: none"> <li>a) Ability to develop, manage and contribute to partnerships involving various stakeholders to achieve positive outcomes.</li> <li>b) Ability to develop productive working relationships that command respect, trust and confidence.</li> <li>c) Experience of working effectively with others to deliver cross sector or cross service projects</li> <li>d) Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities.</li> </ul>
6.	<b>Customer focus and responsiveness to local communities</b>	<ul style="list-style-type: none"> <li>a) An understanding of community issues.</li> <li>b) Good understanding of the public sector</li> <li>c) Experience of managing services to meet customer needs</li> </ul>
7.	<b>Equality of Opportunity</b>	<ul style="list-style-type: none"> <li>a) Achievement of equal opportunities in both employment and service delivery</li> </ul>
8.	<b>Health and safety</b>	<ul style="list-style-type: none"> <li>a) Experience of managing risk and health and safety management systems</li> </ul>
9.	<b>Training, qualification</b>	<ul style="list-style-type: none"> <li>a) Educated to degree level or equivalent experience in</li> </ul>

	<b>or accreditation requirements</b>	relevant employment
<b>10.</b>	<b>Job Specific Experience</b>	<ul style="list-style-type: none"> <li>a) Working with Council services in a management or co-ordination role</li> <li>b) Working in partnership with a range of services providers</li> <li>c) A record of achievement in leading or co-ordinating multi-agency collaboration</li> <li>d) Experience of working with politicians.</li> <li>e) Collating and analysing data to monitor service delivery and identifying local needs</li> <li>f) Experience of analysing options for investment of resources.</li> <li>g) Experience of formulating, delivering and monitoring strategic plans and action plans.</li> <li>h) Preparation of reports and agendas</li> <li>i) Experience of developing projects/ funding bids/ packages of support</li> <li>j) Experience of taking a lead role in developing and delivering effective, fit for purpose, consultation and community involvement.</li> <li>k) Experience of regional, national and European funding regimes.</li> <li>l) Experience of concluding negotiations.</li> <li>m) Experience of meeting strict deadlines and balance competing priorities often working under pressure.</li> <li>n) Experience of managing in a multi-agency environment.</li> <li>o) Experience of uniting diverse groups together in achieving common purpose.</li> </ul>
<b>11.</b>	<b>Job Specific Knowledge</b>	<ul style="list-style-type: none"> <li>a) Understanding of Neighbourhood Renewal/Regeneration and Neighbourhood Management issues.</li> <li>b) Understanding of service improvement orientated partnership working</li> <li>c) Understanding of deprivation and social exclusion and associated problems with service delivery</li> <li>d) Understanding of regeneration and service improvement funding programmes.</li> <li>e) Understanding of the political sensitivities arising from neighbourhood based service improvement schemes.</li> <li>f) Understanding the principles of effective project and programme management</li> <li>g) Some local knowledge of the area (Desirable)</li> </ul>
<b>12.</b>	<b>Job Specific Skills</b>	<ul style="list-style-type: none"> <li>a) Ability to think laterally and creatively and to problem solve</li> <li>b) Ability to use IT effectively</li> <li>c) Excellent presentation, oral and communication skills</li> <li>d) Excellent negotiation and advocacy skills, and ability to work with several teams and partners</li> <li>e) Ability to focus on results and performance of staff and organisations at a neighbourhood level</li> <li>f) Ability to prioritise own and other work and reach required targets</li> </ul>