

Job Description

Job Title	Cohesion Strategy Development Manager
Directorate	Neighbourhoods & Housing
Service Area	Safer Stronger Communities
Grade	9
Competency Level	2
Salary	£49,764 - £54,916
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	A9632

Job Purpose

This post will lead a collaborative approach to developing and writing a community cohesion strategy and delivery plan for Liverpool. This role will be based in Liverpool City Council (LCC) and will work in collaboration with a wide range of internal and external local partners to co- produce a strategy and delivery plan and build the infrastructure required to deliver the plan. This will include working closely with the voluntary, community and faith sector and other stakeholders.

Directly Responsible For:

Cohesion and Equalities Officers

Co-ordination of wider team members to ensure a coordinated response, potential management of graduates/interns.

Directly Responsible To

Head of Safer and Stronger Communities

Main Areas of Responsibility:

- Shaping and definition of programme: Ensure there is clear agreement on the required outcomes of the community cohesion strategy and the associated community impacts. Shape the development process for smooth implementation by appropriately structuring and sequencing the activity required to achieve the outcomes
- Planning: Use relevant project planning techniques to achieve the stated outcomes and structure an appropriate set of initiatives to be delivered. This could include community engagement, co-production/design, management of resources, task and finish groups and on line engagement
- Delivery: Successfully deliver a community cohesion strategy and delivery plan with an outcome framework/measures
- Resource management: Effectively manage resources including budget, staff and use influence to meet the needs of the cohesion strategy delivery
- Risk management: Appropriately articulate and manage the overall risk exposure across the programme so that there is a common understanding by all key stakeholders
- Issue management: Proactively identify and resolve issues in a timely manner
- Benefits/outcomes management: Effectively identify and manage an outcomes-led, solution focused approach to programme shaping

- Stakeholder management and Engagement: Ensure that the view of success of key stakeholders is determined and agreed at the outset and considered and managed on an ongoing basis. Maintain stakeholder expectations in line with the realistic forecast for the project. Ensure a wide range of voices are heard and that communities are able to influence the strategy. Develop strong relationships with central government delivery partners
- 3rd party management: Appropriately engage and manage the performance of all 3rd parties to optimal levels where required
- Business and cultural awareness: Have a high awareness of politics and change taking place across the organisation, stakeholders and communities, as well as external impacts on the programme
- Communication: Pro-actively communicate with clarity, gaining buy-in and creating positive impacts. Be decisive and confidently lead difficult and sensitive discussions

This role may suit you if you:

- Have a high preference for:
 - Focusing on outcomes for local communities and reducing inequalities
 - Managing complex stakeholder groups
 - Working in a sensitive and political environment
 - Working in an organisation where controls and processes may still be being put in place
 - Working on high profile programmes
 - Providing inclusive leadership, inspiring confidence in others
 - Maintaining and developing contacts and networks

- Are comfortable with:
 - Data, Evidence, and Research
 - Working in ways that require high levels of flexibility and adaptability
 - Communicating with a wide range of stakeholders where the same information may require different approaches and methods

Supervision and Management Responsibility:

- Manages performance and behavioural issues effectively
- Will be responsible for co-ordinating programme team members including coordinating operational tasks, coaching, and mentoring, and providing feedback on performance

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Explores different options for funding and income generation
- Responsible for compliance with monitoring and claims associated with external grants

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job would include using a computer and sitting at a desk for prolonged periods of time
- The job would include visiting partners and agencies across the City regularly, working offsite and outside of standard office hours

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used:

I = Interview, P = Presentation, A = Application, E = Exercise, T = Test,

AC = Assessment Centre

Qualification and training

Essential

- Relevant project management and/or strategy development experience in a complex setting (A)
- Significant experience of community engagement and co production that results in plans/strategies (A)

Experience

Essential

- Experience of shaping, planning, and managing programmes with communities in an outcome-led way (A/I)
- An understanding of community cohesion and experience of working on this agenda (A/I)

Desirable

- Experience of working in Local Government

Skills/Abilities

Essential

- **Business justification:** Able to provide justification for undertaking a project/programme. Can evaluate the benefits, costs and risks of alternative options and gain management commitment and approval for investment in the project/programme (A/I/P)
- **Scope management:** Able to draw the ideas and vision from stakeholders, including communities and articulate succinctly (A/I/P)
- **Governance:** Able to set up effective governance and align the programme to the organisation's objectives, delivering the programme efficiently and sustainably. Able to provide an accurate and truthful reflection of the programme. Can identify and adopt the appropriate approach to deliver the programme in partnership with key stakeholders (A/I/P)
- **Stakeholder management:** Able to identify and prioritise stakeholders, including 3rd parties, voluntary, community and faith groups and other community representatives. Can communicate with them in line with the plan and retain their commitment throughout the programme. Able to build and maintain an effective and engaged network of stakeholders (A/I/P)
- **Risk and issue management:** Able to determine, communicate and manage risks, issues and opportunities and their implications. Can assign ownership, and implement mitigation and contingency plans as appropriate, escalating when necessary. Able to establish and maintain comprehensive risks and issues logs (A/I/P)
- **Resource management:** Able to put appropriate plans and resources in place to deliver the outcomes required. Can identify, secure and release resource on a cost and time efficient basis throughout the programme (A/I/P)
- **Leadership:** Able to lead and draw out views and opinions in a value-based way. Able to communicate verbally, in writing, and through presentations to a

broad set of stakeholders from team members to senior managers on sensitive subject matter (A/I/P)

- **Conduct:** Ensure you conduct yourself in a morally, legally and socially appropriate manner of behaviour, in line with Council values and procedures, with all members of the team and with stakeholders Mastery level (A/I/P)
- **Conflict and negotiation:** Able to identify and resolve conflict and negotiate desired outcomes. Can gain alignment of views (A/I/P)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council