

Job Description

Department	DEVELOPMENT AND REGENERATION
Job Title	NEIGHBOURHOOD MANAGER
Grade	P017 (SUBJECT TO CONFIRMATION/EVALUATION)
Primary Purpose of the Job	To lead the delivery of Neighbourhood Management at a local level in tackling disadvantage and reducing the differential between the least and most affluent parts of the borough.
Responsible to	Chief Neighbourhood Renewal Manager
Responsible for	Direct line management of support and administration staff and the task management and direction of partnership staff / secondees as designated to Neighbourhood Management.
Principal Responsibilities	<p>To lead on the development delivery and monitoring of a targeted Neighbourhood Action Plan based on the priority themes of Bolton's Community Strategy and on the Neighbourhood Renewal Strategy (see attached for themes).</p> <p>To ensure through renewal that the local community are in the best position to secure sustainable social environmental and economic prosperity .</p> <p>To involve communities and partners that promotes mutual respect, integration and cohesion enabling a shared vision for the neighbourhood..</p> <p>To work across the areas of strategy and delivery at a local level in tackling disadvantage and advocating the needs of the neighbourhood .</p> <p>Support the work of partners in collaborative renewal schemes and broader universal engagement processes of the Councils Area Working framework .</p> <p>To lead on specific issues/themes as required</p>

Main Duties

1. To ensure at a local level that services, strategies and partnerships are connected and delivering shared agreed outcomes as set out within the Neighbourhood Action Plan

2. To lead as appropriate on negotiation with local service providers in delivering tailored services that address local needs
3. To lead, advise and support partnership and governance arrangements involving the community, elected members and service providers .
4. To work jointly with central Neighbourhood Renewal Team and service departments in analysing and interpreting data and develop a strong evidence base upon which to negotiate interventions.
5. To work collaboratively with other Neighbourhood Managers and others involved in neighbourhood renewal in developing best practice in Neighbourhood Management to ensure effective renewal across the borough .
6. To manage a local designated budget assigned to the Neighbourhood and identify additional funding sources to deliver the Neighbourhood Action Plan from mainstream services and external opportunities.
7. To support the development of a local performance management framework, and lead on the monitoring and evaluation of interventions at a local level .
8. To ensure the effective development coordination and provision of a range of interventions that support achievement of neighbourhood renewal outcomes, including community cohesion.
9. **Customer Care** - To continually review, develop and improve systems, processes and services in support of the council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.
10. **Valuing Diversity** - To be responsible for contributions to the achievement of the Authority's Valuing Diversity Policy, both in your work and in your role as a Manager through the implementation of the supporting action plans. To provide a supportive open environment where all employees have the opportunity to reach their full potential. To ensure that the elected members are encouraged to share in and reflect policy in their work.
11. **Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.
12. **Responding to Civil Contingencies** - Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work.

N.B. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your

personal circumstances at the time will be taken into account.

Date Job Description prepared

Date

Job Description prepared by

Colette Kelly

Chief Neighbourhood Management Officer

Person Specification

Department

Job Title

Stage One Disabled Candidates are guaranteed an interview if they meet the essential criteria

The Minimum Essential Requirements for the above Post are as Follows:	Method of Assessment
1. Skills and Knowledge	
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17.	Application Form/Interview

The Minimum Essential Requirements for the above Post are as Follows:		Method of Assessment
Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services & reduce disadvantage.		
18.	Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users	Application Form/Interview
19.	Developing Self and Others - Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example	Application Form/Interview
2. Experience/Qualifications/Training etc		
1.		Application Form/Interview
2.		
3.		
4.		
5.		
3. Work Related Circumstances		
1.		Application Form/Interview
2.		
3.		
4.		

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

Additional Requirements		Method of Assessment
1. Skills and Knowledge		
1.		
2.		
2. Experience/Qualifications/Training etc		
1.		
2.		
3.		
4.		

Note to Applicants: **Please try to show in your application form, how best you meet these requirements**

Date Person Specification prepared:

Person Specification prepared by:

WP No: Document1