# Role profile

* **Job title**: IDG Partnership Lead
* **Grade:** 10
* **Business area:** Legal Services/Governance & Scrutiny/Information Governance
* **Reporting line:** IDG Change Program Manager
* **Team:** Information and Data Governance Shared Service

## Job Purpose

The Greater Manchester Information Strategy provides an opportunity for a proactive Partnership Lead to drive forward an ambitious, progressive, and innovative information and data agenda. We are looking for a Partnership Lead to help embed the Information Strategy with our Greater Manchester partners and to influence national policy.

Reporting to the Change Programme Manager, the Partnership Lead will analyse the information and data governance landscape to develop and strengthen key relationships with partner organisations. The Partnership Lead will be proactive and energetic, identifying opportunities for alignment with internal policy areas, Greater Manchester partners and national organisations. The role will be varied with the opportunity to lead significant initiatives and to build your own workplan based on agreed priorities.

This role may require travel within and outside of Greater Manchester to attend meetings, events, conferences etc. which may include overnight stays.

The role may at times by exception require evening and weekend working, however a full flexi-time model is offered.

## Key working relationships

* GMCA and TfGM Senior and Extended Management Teams
* GMCA and TfGM policy and strategy leads
* Greater Manchester’s ten Local Authorities
* Public sector organisations in Greater Manchester
* Industry, academic and voluntary partners with a stake in information governance and good data protection practice
* National and regulatory bodies
* Information Commissioner’s Office
* Central Government Departments
* Charity and Voluntary Sector Enterprise
* Elected Members

## Key Responsibilities

1. To engage with stakeholders across GM and link activity to support delivery of the GM Information strategy across a wider set of public, private and not for profit organisations.
2. Lead on responses to national policy on behalf of the Greater Manchester Information Board and Data community.
3. To identify and articulate – with partner organisations and stakeholders - in both outline and full business case form, project and funding opportunities in support of delivery of the GM Information Strategy. This to include developing bids to Government and relevant agencies and be able to present those bids to senior stakeholders.
4. To lead work to understand and map the GM information and data governance ecosystem.
5. To proactively establish close links with GMCA portfolios which link with Information Governance such as Public Sector Reform, Digital and Research amongst many others, developing a good working knowledge of those portfolios and activities of joint interest.
6. To work with communications functions to guide and input into regional, national and international communications, ensuring key stakeholders are appropriately engaged.
7. Responsible for managing key partnership boards and groups ensuring agendas are forward planned and action plans supported.
8. To directly engage key stakeholders at all levels through formal and informal forums, including providing briefings to senior stakeholders on relevant information governance and data protection activity.
9. To support the GM Information Strategy governance by producing high quality, high profile, timely reports and briefings, pulling together complex information from numerous sources.
10. To lead on updating specific elements of the GM Information Strategy and Action Plans with specific reference to partnership initiatives
11. Contribute to and propose budget and spend requirements and as required, be a cost code approver.
12. Line management and leadership responsibilities of team members to support this work where appropriate
13. NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

## General

1. To motivate and develop team members, leading by example and identify and agree training and development needs as required.
2. Personal commitment to continuous self-development, service improvement and commitment to improve lives of Greater Manchester’s population.
3. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
4. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
5. Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate
6. Ensure the services delivered internally and externally are inclusive and accessible, integrated with the service
7. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### Knowledge & Experience

Essential

* Multi-year experience operating in a complex, political, public sector environment.
* Good knowledge of advisory, negotiating and persuasive skills with significant experience of forming partnerships and collaborative arrangements across a range of organisations.
* Experience of working in situations with considerable ambiguity and be able to draw together analysis and opinions to identify credible options and create firm proposals.
* Experience of successfully managing delivery of a wide range of complex initiatives within a diverse workload to a structured management process.
* Experience of working successfully in a political environment, working with a range of stakeholders from the public sector, third sector and private sector.
* Experience of identifying, defining and articulating strategic priorities in a complex multi-organisational context.

### Desirable

* A working knowledge of information governance and data protection trends, hot topics, challenges and opportunities in a GM, UK and international context including an understanding of current ethical challenges relating to the use of data and information.

### Skills, Values & Behaviours

* Highly developed influencing skills with the ability to offer a persuasive argument both with internal and external stakeholders to achieve key milestones whilst retaining a positive attitude and relationship.
* Proven ability in developing relationships with stakeholders at all levels of seniority through effective communication.
* Ability to strategically plan engagement activities, tailored to specific stakeholders.
* Pro-active and confident with the desire to take responsibility for managing key stakeholder relationships.
* Self-motivation with the ability to deal with a demanding workload and deliver consistently to deadlines.
* Ability to work flexibly and creatively as part of a change function within a wider organisation shared service area.
* Ability to design and facilitate workshops, managing attendees from a range of backgrounds and with conflicting priorities.
* Ability to conceptualise new, collaborative ways of achieving shared goals.
* Ability to organise own time independently and effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* Strong decision-making skills and the ability to resolve issues in a pressurised and/or ambiguous environment. Prepared to challenge the status quo to bring about improvements. Acts collaboratively, drawing on a range of insights and stakeholders to reach the right solution.

## Corporate Duties

*Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.*

*Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.*

*Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.*

***Records Management / Data Protection*** *- As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

***Confidentiality and Information Security*** *- As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

***Data Quality*** *- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

***Health and Safety*** *- All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.*

***Service Policies*** *- All GMCA employees must observe and adhere to the provisions outlined in these policies.*

***Equal Opportunities*** *- GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*