

City of Edinburgh Council job description

Post title	Neighbourhood Prevention Partnership (NPP) Development Officer
Directorate	Chief Executive Office
Service	Strategy and Performance
Responsible To	Strategy and Partnership Manager
Number of post holders	5

Purpose of job

You'll co-ordinate and embed multi-agency collaborative working in and with communities at a neighbourhood level. Making best use of partner resources, you'll facilitate the development of connected neighbourhood ecosystems that learn and grow together to prevent poverty and support people and communities to thrive.

The what - major tasks and job activities

Your key activities will include:

1. Leading collaboration with community, third sector and the public sector services working within the Neighbourhood Prevention Partnership (NPP) areas to agree priorities and design practice and ways of working in that neighbourhood spanning prevention, early intervention and mitigation. Making sure community and citizen voice is at the heart of service design and delivery.
2. Embedding an operating rhythm and performance framework across the NPP multi-agency team(s) that drives responsive and collaborative working.
3. Facilitating the team(s) to embed relational and trauma informed practice to create a "no wrong door" approach.
4. Leading incremental learning and delivery approaches to make sure the NPPs respond to the changing needs of the local community, continuously improve service delivery and feed into wider sense-making.
5. Ensuring agreed milestones are met, deliverables meet quality standards and benefits are tracked.
6. Managing NPP documentation, reporting and communication.
7. Working with the neighbourhood to build and deliver a local community plan that feeds into Edinburgh's Local Outcomes Improvement Plans (LOIP) and drives decision making at an Edinburgh Partnership level for the city.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You'll bring:

- A degree or postgraduate level or equivalent experience
- Excellent stakeholder management skills and the ability to manage sometimes challenging or opposing viewpoints.

- Person-centred, co-design service design experience (based around the principles of the Scottish Approach to Service Design)
- Change management knowledge with experience of implementing strategic change programmes
- Experience of managing cross-functional projects, benefits identification and realisation, RAID management, budget management and financial forecasting
- Knowledge of effective operational working and how to facilitate and embed successful operating rhythms
- Experience of influencing and leading community empowerment initiatives
- Knowledge of public protection
- A sound appreciation of the complexity and diversity of Council business and public services, and experience of dealing with the range of professions and interests that are encompassed in a local authority, its partner organisations and communities.

You'll be responsible for:

- Co-ordinating services and facilitating relationship and team building in a new environment and framework.
- Designing and embedding new ways of working based around incremental learning approaches and sensemaking.
- Adapting flexibly to change and working in ambiguity. You'll encourage and harness ideas and innovation from the team(s) and stakeholders.

The decisions you take will:

- Impact on local and citizen outcomes. They may have an impact on Council services, processes and organisational arrangements.
- Ensure key strategic decisions are informed by robust insight and expertise.
- Have financial, safety and reputational consequences to the Council.

Environment - work demands, physical demands, working conditions, work context

You'll normally work:

- Autonomously with frequently changing, and sometimes competing, priorities and demands, requiring you to re-organise and redirect resources to accommodate. Your activities will be influenced by needs presented in front of you and the NPP; you will need to be flexible and embrace a growth mindset to make sure you can adapt as needed.
- With some requirement to take care in relation to environment and work activities. You'll also need to take care when dealing with people as citizens, sometimes with complex needs, will be using the NPP building also.
- Within the range of normal office-based activities.

Supervision and management of people

- The postholder may be required to line manage up to 2 staff.
- The postholder will often have project management responsibility over other staff as appropriate. Working groups and other tasks are likely to require the post holder to take responsibility for staff from other Council areas and/or external agencies, and to chair and manage project teams.
- In this role, the post is expected to effectively and diplomatically advise Corporate Leadership Team, senior managers, managers and staff across the Council on key actions required to implement continuous improvement and key business decisions.

- The postholder should be visible, approachable and capable of building the trust necessary to secure the commitment of staff to change.

Resources the job holder will be responsible for

- Support the management and monitoring the performance of external partners working in NPPs.
- The post will be expected to support services in budget management for NPP delivery

Additional information - health and safety (DO NOT AMEND THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).