



# SHEFFIELD CITY COUNCIL

## JOB DESCRIPTION

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DIRECTORATE: City Futures

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SERVICE: Employment and Skills

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DIVISION/SECTION: Social Value

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POST TITLE: Social Value Manager

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GRADE: GRADE 9

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RESPONSIBLE TO: Employment and Skills Head of Service

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RESPONSIBLE FOR: 3

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HOLIDAYS AND  
SICKNESS RELIEF: N/A

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PURPOSE OF THE  
JOB: To co-ordinate and maximise the opportunities from  
Council procurement and planning agreements to  
achieve wider social value benefits for local  
residents and the environment.

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## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- To provide leadership and guidance on the inclusion of Social Value requirements in procurement and planning agreements. To participate in the evaluation and assessment of major procurements and planning application submissions to ensure social value outcomes are maximised (increase in local employment and skills outcomes, direct jobs and training opportunities, local labour clauses, apprenticeships, Living Wage, affordable workspaces, local spend, health and wellbeing and community cohesion).
- To manage, develop and organise social value projects and programmes to maximise the community benefits for local residents and environment.
- To manage an effective implementation of the Council's Social Value Policy that delivers wider financial and non-financial outcomes, including improving the wellbeing of individuals and communities, wider social value and an improved environment.
- To develop strong networks and effective partnership working with the employers and third sector in the delivery of Business Development Units activities and economic inclusion.
- To create strong, mutually beneficial partnerships and work with key stakeholders to increase recognition of social value agenda and impact measurement.
- To develop and maintain effective relationships with key internal and external stakeholders to drive forward social value delivery and work collaboratively across the services.
- To manage a performance management, monitoring and reporting framework for social value requirements and targets through procurement, planning agreements, Employment and Skills plans and supply chain contracts.
- To produce relevant briefings and reports for elected members, senior managers and other stakeholders on social value outcomes.
- To act as an expert resource for social value target-setting, statutory requirements, delivery, and reporting.
- To maintain good working knowledge of best practice in relevant planning policy, social value, regeneration and economic development. Provide advice and guidance on the implications and social value opportunities which could be negotiated to support these agendas.
- To inform the development of Social Value outcomes in planning policy and the Council's Local Plan in relation to economic, social and environmental development gains and support its execution in consultation with relevant departments.
- To work with Employment and Skills colleagues to develop and deliver support to businesses to deliver their social value objectives, encompassing local labour,

apprenticeships, work experience, pre-employment schemes, schools engagement, and supported employment.

- To contribute, as part of the Employment and Skills Team, to the development and delivery of economic inclusion for all.
- To represent the Service and the City Council in meetings and activity relating to Social Value, including employment and skills, as appropriate.
- To influence and support the integration and forward planning of the Council's Social Value Policy in commissioning, procurement, planning agreements and across the organisation.
- All duties and responsibilities should be carried out in accordance with agreed Council policy and procedures, in particular the Council policies on Equal Opportunities and Health and Safety.
- Any other relevant duties and responsibilities as may arise.

Issue date: August 2009

## PERSON SPECIFICATION: Social Value Manager

| MINIMUM ESSENTIAL REQUIREMENTS   | METHOD OF ASSESSMENT       |
|--|----------------------------|
| <b>Skills/Knowledge</b>  |                            |
| In depth knowledge of social value concepts and methodologies and technical expertise of socio - economic and environmental measures   | Application Form Interview |
| Knowledge of public sector procurement, together with demonstrable experience of developing contract monitoring procedure  | Application Form Interview |
| Knowledge of the range of issues relating to current central/regional/local government policy and practice on social value and the role of local government and local strategic partners | Application Form Interview |
| Proven ability to manage complex projects.   | Application Form Interview |
| Excellent interpersonal skills combined with an ability to negotiate and influence others in the pursuit of strategic objectives   | Application Form Interview |
| Ability to work on own initiative, manage workload effectively and determine priorities and deadlines  | Application Form Interview |
| Strong interpersonal, influencing and stakeholder management skills, with the ability to communicate with management at a senior level   | Application Form Interview |
| Excellent presentation and written communication skills  | Application Form Interview |
| Advanced user of Microsoft Office software, such as Outlook, Word, PowerPoint, Teams, and other Office 365 (or equivalent) apps  | Application Form Interview |
| <b>Experience/Qualifications/Training etc (if any)</b>   |                            |
| Experience in local and/or central government, commercial sector, or relevant policy body/agency   | Application Form Interview |
| Experience of successfully working with senior managers and stakeholders to develop and deliver organisational-wide frameworks, strategies and/or policies                               | Application Form Interview |
| Experience of effective management of a diverse team.  | Application Form Interview |
| Experience of partnership working with public agencies, employers and third sector organisations   | Application Form Interview |
| <b>Work Related Circumstances<br/>(Including Working Conditions)</b>   |                            |
| Ability to travel locally and nationally   | Application Form           |
| Ability to work under pressure and to deadlines  | Application Form           |
| Ability to work some unsocial hours (some evenings and weekends)   | Application Form           |