**Manchester City Council Role Profile**

**North West Regional Strategic Migration Partnership (RSMP) Service Lead, Grade 11**

**Asylum, Refugee & Migration Service,**

**Homelessness Directorate**

**Reports to:**

**Commissioning and Contracts Service Manager**

**Job Family: Policy and Governance Key Role Descriptors:**

The role holder will have lead responsibility for the development and management of a substantial programme of activity that supports the delivery of established strategic priorities and future strategy development, including the development of complex organisational policy and governance initiatives.

The role holder will provide expert advice to colleagues and apply knowledge to undertake highly complex tasks and projects. Through application of advanced, specialist organisational knowledge and understanding of relevant policy and legislation, the role holder will ensure a high quality of delivery of objectives.

The role holder will work with senior managers and a range of stakeholders inputting directly into strategic planning, policy making and corporate governance of key organisational functions and/or corporate activities.

# Key Role Accountabilities:

Lead, manage and deliver high-quality and deliverable strategies across the authority and its main partnerships, providing strategic direction and leadership and contributing to a range of plans and strategies in collaboration with others.

Ensure that the organisational direction of travel and agreed policies / procedures are embedded within strategy development, including Public Service Reform principles.

Manage the development of robust business processes, policies and strategies for improvement, adopting appropriate nationwide standards and policies and complying with quality assurance, legislative and professional requirements. Work with other service areas to provide advice, expertise and guidance to support business objectives.

Effectively commission work packages both within the assigned service area and from other service areas / organisations in order to provide a holistic approach to advice and ensure that all factors are accounted for in the decision making processes of the organisation.

Represent the Council nationally, regionally and sub-regionally, and with key partners ensuring that the Council’s values and successes are communicated.

A strong and clear advocate for the organisation’s ***m people*** approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate personal commitment to continuous self development and service improvement.

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.

# Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

**Role Portfolio:**

The RSMP, although hosted by Manchester City Council, is funded by the Home Office and MHCLG, with the objectives of supporting North West stakeholders across all sectors that deliver services to international inward migrants, or whose services are impacted by migration. There is a particular emphasis on underpinning and supporting the dispersal of supported asylum seekers to North West England in a manner that maximised the benefits, and mitigates the impacts on local authorities and communities.

The RSMP works across a range of migration programmes, including asylum dispersal, resettlement programmes for refugees and Ukrainian and Hong Kong visa routes. The RSMP is also responsible for the coordination of the National Transfer Scheme for unaccompanied asylum-seeking children (UASC) for the North West. The focus of all this wok is to maximise the benefits, and mitigate the impact, of migration on local authorities and all communities.

The RSMP works across a range of local, regional and national stakeholders, including:

Local and Combined authorities

Police Forces

Health partners

Local Government Association

Home Office

MHCLG

Contracted Providers

Voluntary, Community, Faith and Social Enterprise organisations

The role holder will lead a regional strategic team to promote and protect the interests of local authorities and other key stakeholders in the North West region. The role holder will ensure that effective and appropriate relationships are maintained, and that the views of relevant North West authorities and key stakeholders are effectively and persuasively communicated, and that regional and national policy is effectively influenced.

The role holder will have overall responsibility for managing the finances of

the Regional Strategic Migration Partnership, ensuring that income is received and apportioned correctly across the participating agencies, and audit requirements are met.

The role holder will co-ordinate and lead strategy and operational work on migration

across stakeholders in the North West region; acting as the central point of contact in effectively managing the interface across agencies (both officer and political). This will include leading and coordinating a range of multi-agency strategic forums withing the North West, as well as the sharing of best practice across partners.

The role holder will be expected to prepare and present accurate, meaningful and relevant reports, presentations and other information to Government Ministers, regional elected members and chief officers as required.

The role holder will work intensively with the Home Office and its provider(s) to influence the procurement of properties and placement of asylum seekers in local areas in order to promote improved outcomes and to mitigate potential risks in communities and public services.

The role holder will establish and maintain an effective, robust and clearly defined relationship with the Home Office and its provider(s) of asylum accommodation and support.

**Our Manchester Behaviours**

* + We are proud and passionate about Manchester
  + We take time to listen and understand
  + We ‘own it’ and we’re not afraid to try new things
  + We work together and trust each other
  + We show that we value our differences and treat people fairly

**Generic Skills**

# Communication:

* + Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the region

# Planning and organising:

* + Sets clearly defined objectives, plans activities and projects well in advance and takes account of changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines.

# Strategic Thinking:

* + Thinks and acts cross-functionally and cross-organisationally, beyond one's own professional areas of specialism, perceiving the wider picture and the implications of short-term decisions for the achievement of long-term strategic goals.
  + Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals.

# Policy skills:

* + Key analytical skills to consider the impacts of policy options and plan appropriate communications and reporting mechanisms. Ability to use cost-benefit analysis to inform decisions on competing priorities.

# Financial:

* + Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.

# People Management:

* + The ability to manage a complex range of service areas within a large and significant department and multiple priorities with confidence. Key to success includes being able to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload, progressing various strategies and plans over the long term concurrently with an ability to maintain sound judgement under competing priorities and pressure.

**Technical Requirements (Role Specific)**

An in depth knowledge and clear understanding of relevant national, regional and local strategy, policy, legislation, issues and trends relevant to asylum, refugee resettlement, unaccompanied children and other forms of international migration