

# job description



<b>Position title</b>	Partnership and Social Value Coordinator
<b>Date</b>	March 2020
<b>Line Manager title</b>	Contract Director
<b>Grade</b>	11

## Purpose

Are you passionate about delivering positive change and improvement in local communities? Through our waste contract with Greater Manchester Combined Authority SUEZ has made over 50 social value commitments, ranging from setting up re-use shops and working with schools and social enterprises, to improving bio-diversity at our sites. This role will oversee delivery of these commitments and maximise the social, economic and environmental benefits we can bring to residents, businesses and communities.

## Key responsibilities

- Working closely and collaboratively with the operational management and support teams to deliver a range of social value projects and commitments and to foster relationships with key stakeholders. (Our social value commitments include creating local job, training and work placement opportunities, supporting SMEs, social enterprises and third sector organisations, running a network of three re-use shops and a central re-use hub, delivering projects with local schools and universities, and introducing measures to reduce our carbon footprint and increase bio-diversity at our sites.)
- Assist the project lead to ensure the re-use hub and shops open on schedule with a thorough procurement process.
- Engage with key community, business and third sector stakeholders in communities local to the operational facilities, reflecting and meeting local needs.
- Formal monitoring and reporting of the delivery of the 54 social value commitments to Greater Manchester Combined Authority (GMCA) on at least a quarterly basis.
- Link with SUEZ employees across the UK to bring opportunities and expertise into Greater Manchester and share successes and lessons learned across the business.
- Generate finance and resources, so that the initiatives are self-funding where applicable.
- Review the social value commitments in the Annual Services Improvement Plan, committing to a philosophy of continuous improvement through stretch targets.
- Deliver the added value aspirations as detailed in social value plan.

## Skills

- Ability to collect, analyse, interpret and communicate data in a concise and professional manner to the GMCA and SUEZ teams.
- The ability to put together a tender, source a supplier, set up a contract and monitor delivery of contract performance targets.
- Relationship building with contacts within the GMCA and its partners (e.g. waste collection authorities).
- Risk analysis using the contract performance framework.
- Ability to identify and exploit additional opportunities to add value across the contract.
- Report on progress of the social value commitments in the monthly report to GMCA.
- Implement best practice from the third sector on re-use initiatives
- Expand the third sector network through organising partnership events

## Behaviours

- Professionalism in all communication.
- Relationship building
- Decision making
- Planning in the short, medium and long term

## Knowledge

- Understanding of the waste industry.
- Detailed understanding of our social value commitments and associated plan, and their relationship to the other Service Delivery Plans within the contract.
- Understanding of the complexities of the Greater Manchester Combined Authority and the local authorities in the Greater Manchester region.
- Understanding of methods and tools used to measure the impact of social value activity, such as the Social Profit Calculator.
- Up-to-date knowledge of legislation/policy that may create new commitments.
- Understanding of third sector and good local links

## Specific candidate requirements

- Ability to travel in the UK, with occasional (2-3 times a year) overnight stays

## Qualifications

- Equivalent of grade A-C in GCSE Maths and English Language

**Please note:** The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.