

ROLE DESCRIPTION: Social Value Connector	
Reports to: Social Value Lead	Responsible for: <ul style="list-style-type: none"> - Delivering high quality, cost effective, customer focused services. - Ensuring social value is delivered efficiently across the group - Delivering measurable outcomes, maximising social value for the benefit of Karbon communities
Role purpose: <p>The role will support the Social Value Lead in delivering on the Social Value Policy. It will involve working with stakeholders', colleagues and communities to coordinate and deliver social value commitments in line with the Karbon Group and social value strategy.</p> <p>This role will be the contact for many of our social value commitments ensuring support is available to deliver social value commitments which are identified and delivered.</p> <p>As with all roles in the team, the role will be expected to act as a positive member of the Customer and Community Engagement team, collaborating with other colleagues across departments and supporting a culture that delivers results and service excellence, and promotes the Karbon values and brand.</p>	
Key responsibilities:	
Teamwork:	
<ol style="list-style-type: none"> 1. Contribute to the success of your team through the delivery of community and customer engagement, as a member of the Customer and Community Engagement Team and working closely with the Procurement team. 2. Collaborate with, and support others in the team, creating a team environment that enables everyone to perform at their best. 3. Act as a role model for the Group's values and culture. 4. Embed structural and cultural business change and service improvement, through collaboration and implementation of service strategies and plans. 	

Delivery:

5. Provide support to help embed Karbon's social value strategy across the organisation and externally in line with any KPI targets.
6. Liaising with other business areas to ensure high quality social value outcomes are delivered.
7. Building and maintaining effective working relationships with internal and external key stakeholders to maximise social value activities.
8. Checking contractors are engaging with their social value commitments and dealing with any queries they may have
9. Following up on outcomes identified at contract award and evidencing the results
10. Monitoring and issuing reminders to contractors where necessary
11. Assessment of submissions made during the procurement of contractors to score and identify appropriate social value commitments
12. Supporting internal value delivery, collation of data and identifying opportunities within existing relationships.
13. Being reliable in ensuring reports, monitoring and payments are submitted within any agreed deadlines or timescales.

The above list is not exhaustive, and the post holder will be required to undertake responsibilities and tasks deemed commensurate with the post.

Organisation wide:

1. Deliver financially viable and economically effective products and services, seeking to maximise resources and social value.
2. Ensure all systems and processes deliver operational excellence, driving continuous improvement and innovation.
3. Ensure that services fully comply with all organisational policy and procedures.
4. Ensure that risks within the directorate's activities are identified, removed or minimised.
5. Create a safe and healthy working environment, ensuring all systems of work, policies and procedures are fully and consistently applied.
6. Responsible with the Management team for the effective utilisation of Group assets.
7. Promoting the values of the Group at all times and demonstrating a high level of commitment to diversity and inclusion.
8. Ensure that Karbon Homes complies with all legal, regulatory and health and safety requirements.

The Social Value Connector is part of the Customer and Community Engagement Team. As with all Team member positions there are also specific responsibilities and delegated powers in relation to financial and operational matters, regulatory compliance and information security. These are not all listed here and will change over time as the organisation continues to grow and develop.

PERSON SPECIFICATION: Social Value Connector

Experience and qualifications:

- a. Experience of keeping accurate records (D)
- b. Experience of working with suppliers and partner agencies (D)

- c. Experience of working in partnership with stakeholders to deliver excellence (E)
- d. Demonstrable computer literacy with experience in the Microsoft Office programs. (E)
- e. Track record of developing and sustaining effective partnerships (D)
- f. Good standard of education to a minimum of A-Level standard or equivalent (E)
- g. Evidence of continuing professional development (D)
- h. Full, valid driving licence (E)

Knowledge:

- i. Comprehensive working knowledge of working in a procurement or community development role (D)
- j. Understanding of the regulatory standards related to Social Value (D)

Skills:

- k. Ability to use judgement and take ownership of decision making. (E)
- l. Ability to prioritise workload and work well under pressure to meet targets and deadlines. (E)
- m. Ability to work collaboratively across departments and influence others. (E)
- n. Ability to work individually or as part of a team (E)
- o. High level of written, presentation and interpersonal communication skills (E)

Attributes:

- p. Transparent and open, acting with integrity and able to build high levels of trust (E)
- q. Committed to diversity and inclusion (E)
- r. Champions innovation and encourages ideas (D)
- s. Resilient and able to work under pressure (E)
- t. Collaborative and inclusive (E)
- u. Support the development of, and actively role model and champion the Karbon vision, values and purpose (E)