

# Key tasks for staff managing a partnership

These are suggested key tasks for the staff member managing the partnership development progress – please edit and change according to your need.

Identifying and understanding local need, and those with an interest in responding to that need.

Identifying potential partners and building local networks and relationships.

Working with external agencies to explore drivers, expectations and interests in adopting a partnership approach.

Mapping the ways in which each agency/service will resource and contribute to the partnership, and securing commitment for the partnership (for example, through the development of an MOU or other agreement).

Ongoing stakeholder engagement and maintaining relationships of trust between partnering services and practitioners.

Supporting partnering capability across our partnership, including identifying and building the necessary skills and mindsets of the people involved in the partnership; and the systems and processes that will enable effective collaboration within and across our organisations.

Engaging each service/agency in the planning of activities and outputs of the partnership (common HJP activity includes the establishment of warm referral pathways, the type of legal assistance being provided, interdisciplinary training, secondary consultation, care coordination, collaborative governance, and a shared policy or advocacy strategy).

Identifying and implementing what will be required to maintain the partnership, including establishing an evaluation framework, governance structure, communications protocols, a work plan, and reporting protocols.