



Role Profile

ADP Policy Coordinator

Reference No.	A4929	Type	Individual
Service	Health and Social Care Partnership		
Job Family	Alcohol and Drug Partnership	Grade	FC9

<p>Purpose</p> <p>The main purpose of the job is to develop, support and progress the alcohol and drugs strategy in Fife by:</p> <p>Co-ordinating the development and review of Fife’s substance use strategy and associated policies and action plans in line with national strategy and policy drivers.</p> <p>Facilitating operational implementation through service planning, development and delivery in Fife.</p> <p>Co-ordinating policy support to Fife Alcohol and Drug Partnership Committee, subgroup and Chair.</p> <p>Working with statutory providers and commissioned third and independent sectors to develop their contribution to the alcohol and drugs partnership’s strategic aims</p> <p>Managing ADP policy and administration staff.</p>

<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>	<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>	E	D
<p>To co-ordinate corporate policy work within one or more of the partnership’s responsibilities. These include:</p>	<p>Educated to SCQF level 9, which includes a degree or equivalent in a relevant discipline, social care,</p>	✓	

E = Essential Criteria D = Desirable Criteria

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<ul style="list-style-type: none"> • Alcohol and Drug Use • Best Value • Community Planning • Decentralisation and Customer Responsiveness • Performance Information • Social Inclusion • External Funding • Equalities and Diversity • Community Justice 	<p>A minimum of 3 years experience of strategic partnership working role in drugs/ alcohol, community safety or related fields.</p> <p>Experience of supporting/ engaging with service users and those with lived and living experience.</p> <p>Knowledge of Criminal Justice System</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p>To provide strategic/policy support and advice to the appropriate committees and working groups established by the ADP and/or HSCP.</p>	<p>Implementing performance and planning techniques in a policy or service delivery context,</p> <p>Experience of producing briefings, press releases and other communications for a range of audiences.</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>To undertake research, information gathering and analysis and prepare reports for the ADP Committee and other HSCP/IJB subgroups or committees as required</p>	<p>Experience of undertaking analysis, research and/or consultation across multidisciplinary teams and with people with lived and living experience</p> <p>Research and consultation skills.</p> <p>Good written communication skills</p> <p>Ability to work to tight deadlines and respond quickly to new demands.</p>	<p style="text-align: center;">ü</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

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To develop and maintain information and performance monitoring systems to support evaluation and impact of services commissioned, quality improvement projects or other test of change.	Implementing performance and planning techniques in a policy or service delivery context, Good written communication skills Competency in Microsoft Office Applications	✓ ✓ ✓	
To liaise with other parts of the HSCP, external bodies and partner agencies in developing projects and proposals and in attracting packages of support and funding.	Ability to work as part of a team Effective communication skills.	✓ ✓	
To co-ordinate and manage the monitoring, review and evaluation of services, programmes and projects specifically designed to support the ADP's strategic aims.	Research and consultation skills. Ability to work to tight deadlines and respond quickly to new demands.	✓ ✓	
To promote the Council's values in all aspects of work and to contribute to an ethos of partnership and team working.	Ability to work as part of a team Effective communication skills. Ability to solve problems. Ability to develop and implement new approaches.	✓ ✓ ✓ ✓	
Coordinate and manage a team of policy officers/admin staff to ensure that the ADP workplan, priorities and national policy drivers are implemented in Fife	Experience of managing a staff team, projects and initiatives.	✓	
Awareness and understanding of relevant local and national alcohol and drug policies and strategies and also cross cutting strategies . Project planning, management and review.	A minimum of 3 years' experience of strategic partnership working role in drugs/ alcohol, community safety or related fields.	✓ ✓	

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	Ability to work as part of a team Effective communication skills. Ability to solve problems. Ability to develop and implement new approaches.	✓ ✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.