

PROJECT MANAGER (STAFF WELLBEING)

Reference No.	A4614	Type	Individual
Service	Various		
Job Family	Professional 3	Grade	FC9

Purpose

To manage, develop and implement a range of, or a large or important project(s) in relation to the Directorate's overall staff wellbeing strategy.

Responsible for driving the development of projects, some of which will be at the heart of partnership working in Fife.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Managing, initiating and developing significant project(s) in line with project briefs, Committee Report or submission to an external body such as the Scottish Executive which may include capital investment, commissioning and leading on changes affecting staff.

Providing focussed leadership in determining the framework to identify changes required and to manage agreed project(s), or programmes of strategic change with Directorate Managers, other Council Services, other agencies or partners as required.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Considerable experience within a targeted delivery outcome role (Deliver results – See 'How We Work Matters' Framework)

✓

Educated to SCQF level 9 which includes a Degree level or equivalent in a relevant discipline

✓

Appropriate professional qualification depending on specific project(s) requirements

✓

Ability to think strategically with experience of translating strategy into deliverable plans

✓

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Experience of facilitating organisational, or significant change		
Developing proposals and mechanisms which enable complex planning to be achieved between stakeholders and developing working arrangements and reaching agreements, resolving conflicts as required.	Ability to develop creative and practical solutions	✓	
Determining the definition of outcomes, local monitoring arrangements and long-term sustainability through precise, costed and achievable measures.	Experience of effective collaborative working (Work together)	✓	
Ensuring compliance with legal, regulatory and professional body requirements.	Experience of meeting diverse objectives within defined timescale (Take ownership)	✓	
Submitting reports to Project Board or Committee for approval and undertaking consultation as required.	Ability to budget and cost	✓	
Working in partnership, engaging and convincing professional colleagues or others by promoting the value of project(s).	Experience of monitoring performance measures	✓	
Providing advice, guidance and support to achieve optimum outcomes within agreed targets and authorised budgets and deadlines, ensuring the timeous availability of financial information and application of appropriate audit, control measures.	Knowledge and awareness of the application of relevant regulation, legislation and statutory requirements such as Health & Safety and Data Protection	✓	
Resolving complex issues or conflicts, developing mechanisms which enable complex planning to be achieved between interested parties.	Report writing skills	✓	
Working in partnership, engaging and convincing professional colleagues or others by promoting the value of project(s).	Effective communication skills/empathy (Focus on customers)	✓	
Providing advice, guidance and support to achieve optimum outcomes within agreed targets and authorised budgets and deadlines, ensuring the timeous availability of financial information and application of appropriate audit, control measures.	Presentation skills/confident delivery style	✓	
Resolving complex issues or conflicts, developing mechanisms which enable complex planning to be achieved between interested parties.	Ability to initiate and manage continuous improvement	✓	
Working in partnership, engaging and convincing professional colleagues or others by promoting the value of project(s).	Ability to prioritise workload under pressure and deadlines	✓	
Providing advice, guidance and support to achieve optimum outcomes within agreed targets and authorised budgets and deadlines, ensuring the timeous availability of financial information and application of appropriate audit, control measures.	Ability to work flexibly and imaginatively	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Ability to engender trust and confidence	✓	
Carrying out research and analysis, reporting back to the Project Board, Implementation Board and relevant meetings.	Analytical skills	✓	
Organising, maintaining and supporting the use of information technology systems/software, complying with corporate ITS processes for procurement of kit and systems.	Knowledge of Management Information Systems	✓	
	Appropriate skills to access and deploy all corporate ITS processes and policies	✓	
	IT Skills (Embrace technology and information)	✓	
Assessing and procuring/purchasing any necessary project(s) elements within relevant financial regulations and Best Value framework.	Appropriate skills to access and deploy all corporate financial processes and policies	✓	
Assessing employee resourcing requirements to meet the project(s) delivery plan, complying with corporate HR policies.	Appropriate skills to access and deploy all corporate HR processes and policies.	✓	
Managing and motivating employees including allocating work, team building and resolving conflict.	Leadership and team building skills	✓	
	Exemplar of manager self-service and corporate behaviours	✓	
	Ability to motivate others to perform to the highest standards	✓	
Being actively involved in any national developments affecting project(s), representing Fife as required.	Political awareness and sensitivity	✓	
	Ability to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

E = Essential Criteria D = Desirable Criteria

<p>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</p>	
<p>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.</p>	
<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours</p>
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>