



# Role Profile

LOCAL DEVELOPMENT OFFICER within Corporate Services			
Reference No.	SS2453	Type	Generic
Service	Communities & Neighbourhoods		
Job Family	Professional 2	Grade	FC8

Purpose
The creation and implementation of Neighbourhood Development Plans by engaging with local people, local councillors, services and partner agencies to work collectively and deliver the aspirations of the Kirkcaldy Area Local Community Plan

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
<p><b>Programme and Project Development and Management</b></p> <ul style="list-style-type: none"> <li>With key stakeholders develop a 5 -10year neighbourhood action plan which identifies long term outcomes with short, mid and long-term actions towards outcome delivery</li> <li>Lead projects, and identify project leads from Community Planning Partner agencies to deliver the plan</li> <li>Establish monitoring and review mechanisms</li> </ul>	Experience of multi-agency working	√	
<p><b>Skilled Co-ordinator:</b></p> <ul style="list-style-type: none"> <li>Quickly establish what's currently happening where, by who and how it is resourced</li> <li>Work intuitively and creatively to bring local people together to identify common goals</li> <li>Identify gaps in service delivery/local need and address them</li> <li>Identify and overcome barriers and obstacles by negotiating collaboration and agreeing solutions</li> </ul>	Experience of working with Elected Members	√	

E = Essential Criteria D = Desirable Criteria

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<p><b>Partnership Working</b></p> <ul style="list-style-type: none"> <li>○ Lead role in coordinating and developing local partnership activity through neighbourhood development</li> <li>○ Support the creation of networks of support and connections in neighbourhoods through shared outcomes and resources</li> <li>○ Networking with other services, organisations and agencies to enhance the Local Community Plan</li> </ul>	<p>Experience of acquiring funding</p>	<p>√</p>	
<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>○ Along with other local community work staff use an asset-based approach to work with local people to identify and address local needs</li> <li>○ Facilitate community connections, identification of “community leaders and facilitators”</li> <li>○ Facilitate support to the community to develop local initiatives</li> <li>○ Develop a community infrastructure</li> </ul>	<p>Evidence positive experience of creative and intuitive approaches to work in local communities</p>	<p>√</p>	
<p><b>Effective Communication</b></p> <ul style="list-style-type: none"> <li>○ Use a variety of methods to creatively engage local people</li> <li>○ Engaging with local Elected Members and ensuring that they are fully informed of developments</li> <li>○ Embrace new technology and encourage increased access</li> <li>○ Listen</li> <li>○ Develop opportunities to involve local people in service design and delivery</li> </ul>	<p>Experience of work with communities</p>	<p>√</p>	
<p><b>General Tasks &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>○ Support local community groups to develop funding bids to be submitted to funding providers including the National Lottery, Community Trusts, Council Area Committees and Fife Council Community Grants Scheme</li> <li>○ Manage and report on local development budgets in line with Fife Councils’ financial regulations and procedures</li> <li>○ Control and account for all resources including materials, ICT hardware and software etc</li> <li>○ Ensure agreed procedures for administration, use of facilities, IT systems, record keeping, coordination of programmes and financial controls are adhered to and communicated to staff and volunteers</li> <li>○ Implement and monitor Fife Council’s Health and Safety policy and procedures</li> </ul>	<p>Proven track record of delivering and getting the job done</p>		<p>√</p>

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<ul style="list-style-type: none"> <li>○ Implement and monitor Fife Council's Child and Vulnerable Adult Protection policies and procedures</li> <li>○ Work within the Fife Council's Employee Code of Conduct</li> </ul>
<p><b>Interpersonal &amp; Communication Skills</b></p>
<ul style="list-style-type: none"> <li>○ Motivated and Enthusiastic – energetic and positive outlook</li> <li>○ Effective communication skills – presentation skills</li> <li>○ Skilled in negotiation and collaboration with other services and agencies</li> <li>○ Ability to motivate partners and local people</li> <li>○ Ability to work cooperatively as part of a team</li> <li>○ Ability to interact respectfully with other people and build strong alliances</li> <li>○ Self motivated, enthusiastic and offer a high degree of professional commitment</li> </ul>
<p><b>Health &amp; Physical Attributes</b></p>
<ul style="list-style-type: none"> <li>○ Able to provide a regular and effective service</li> </ul>

<p><b>Education, Qualifications and Training</b></p>		
<p>Educated to degree level (or equivalent)</p> <p>Degree in either:</p> <ul style="list-style-type: none"> <li>○ Community Learning and Development</li> <li>○ Nursing Degree (Adult or Mental Health)</li> <li>○ Project Management</li> <li>○ Business Management</li> </ul> <ul style="list-style-type: none"> <li>○ Training in supervisory or leadership skills</li> </ul> <ul style="list-style-type: none"> <li>○ Commitment to ongoing professional development</li> </ul>	<p>√</p>	<p>√</p> <p>√</p>
<p><b>Skills, Abilities &amp; Knowledge</b></p>		
<ul style="list-style-type: none"> <li>○ A skilled Co-ordinator</li> <li>○ Knowledge and understanding of local community planning</li> <li>○ Project Management Experience</li> <li>○ Knowledge and understanding of Equally Well principles</li> <li>○ Competent in using email and the internet</li> <li>○ Ability to use different models of evaluation</li> <li>○ Knowledge and understanding of Fife Community Plan</li> <li>○ Ability to undertake creative and collaborative consultation processes</li> <li>○ An understanding of the issues which affect disadvantaged communities</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>

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	<b>Attributes</b>		
	<ul style="list-style-type: none"> <li>○ Ability to work on own initiative</li> <li>○ Ability to reflect on professional practice and to implement a virtuous improvement cycle</li> <li>○ Ability to consult effectively with groups and to coordinate consultation processes with other services</li> <li>○ Ability to work in partnership in a range of settings</li> <li>○ Friendly approachable manner</li> <li>○ Positive, 'can-do' attitude</li> </ul>	√	
<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Special Conditions:</b>			
<ul style="list-style-type: none"> <li>○ You will be required to work unsociable hours to fulfil the duties of the post</li> <li>○ A commitment to ongoing professional development through CPD is required</li> </ul>		√	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			
<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>			
<p><b>Before confirming appointment:</b> 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>			

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**Additional Information** – the following information is available:

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

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results