



Role Profile

Reference No.	A5033	Type	Individual
Service	Human Resources		
Job Family	Para Professional 4	Grade	FC6

Purpose
<p>To support implementation of Oracle Cloud reporting and information in particular to support Attendance Management and H&S training compliance.</p> <p>To assist in the provision of an added value Health & Safety, Attendance and Wellbeing service to Fife Council.</p> <p>To work with HR Service Manager and line manager to deliver Attendance and Wellbeing trends, analysis, learning scheduling and compliance information which support the council's Health, Safety and Wellbeing and Workforce Strategies.</p> <p>Utilise developed skills and experience to provide a broad range of specialist information, technical, project and business support activities including briefings and drop-in sessions.</p> <p>To support performance and information reporting activities across the functional area.</p>

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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
Report and system Development and Improvement			
Assist the team to complete Oracle report specifications in line with the requirements of the Health, Safety and Wellbeing Team and corporate reporting requirement.	Evidence good problem solving and analytical skills.	✓	
Undertake formal testing of Oracle reports to ensure that they are as per specification and that the data being returned is accurate.	Experience of supporting the roll out of processes for new activities and systems (Take ownership)		✓
Contribute to the continuous development of HR systems which support and enhance the delivery of HR Services.	Ability to operate effectively to deadlines (Deliver results).	✓	
Contribute to the improvement and implementation of a range of business processes, procedures, and systems relating to Oracle reporting, and Health and Wellbeing.	IT Skills (Embrace technology and information)	✓	
	Knowledge of Council processes and systems		✓
Compliance Focus			
Take the lead on ensuring all mandatory H&S training for managers agreed by CHSSG for all services is identified in Oracle Cloud, managers are made aware, and run reports to identify compliance for the Service Manager and HoS as required.	Understand Data Protection responsibilities.	✓	
	Ability to source definitive mandatory training requirements and align to positions/roles in Oracle with accuracy to support reporting and performance measures.	✓	
	Ability to tactfully respond to queries and challenge	✓	
Support the development, maintenance and compilation of management/statistical information, and reports from databases and information systems, across all aspects of the functional area using corporate software solutions.	Knowledge of data protection and other relevant legislation.	✓	
	Experience of system support to maintain records (Embrace technology and information)	✓	
	Knowledge and experience of HR/employee data systems.		✓

E = Essential Criteria D = Desirable Criteria

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Analysing written and statistical information.	Practical experience of data gathering, manipulation, analysis and presentation.	✓	
Information, Advice and Assistance			
Provide additional support to HR Advisers and HR Lead Officers on Health, Safety and Wellbeing and Oracle related projects.	Ability to interrogate systems, identify anomalies and provide a regular and effective service.	✓	
Assist with updating a range of documentation including wellbeing and attendance processes, Oracle guides, HR guides, and notes. Develop and contribute to news items.	Ability to produce accurate and easy to read written work	✓	
Provide HR colleagues with advice and information on a range of general HR, Attendance and Oracle reporting issues.	Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent.	✓	
	Knowledge of relevant aspects of employment legislation.		✓
	Knowledge of how reported information supports policy delivery e.g. health and wellbeing policies and procedures.		✓
	Experience of using an HR/Payroll system, preferably Oracle Cloud.	✓	
Identifying communication requirements and drafting information effectively so that services are kept up to date with developments in Oracle reporting and health and wellbeing.	Strong communication skills, both written and verbal	✓	
Developing, designing, and delivering formal training, briefings, e-learning etc. For Oracle reporting and Health and Wellbeing subjects.	Ability to assess queries and interactions with services and from this develop, design, and deliver presentations and briefings to meet need. Experience is desirable	✓	
Maintaining organisational awareness and delivering support which is aligned to corporate health, safety, and wellbeing priorities.	Evidence a strong commitment to CPD.	✓	

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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:				
Job Title (Specialists Tasks)				
Not applicable				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
<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>				
Additional Information – the following information is available:	Expected Behaviours			
<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>			