

POLICY CO-ORDINATOR (Education)				Purpose
Reference No.	A4747	Type	Generic	<p>To lead and deliver activities and systems which drive and support improvement activity within the Education Directorate and council plan priorities, policy, and excellent service delivery management across Fife Council.</p> <p>To oversee corporate and national policy, projects and approaches, and ensure they are deployed effectively.</p> <p>To monitor and evaluate the impact of corporate and national policy approaches to ensure legislative/policy changes and improvements are realised on an ongoing basis, and to identify future improvements.</p>
Service	Education			
Job Family	Professional 3	Grade	FC9	

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
Taking a lead role in planning, implementing and reviewing policy activities for the Education Service with a particular focus on policies and procedures relating to employees, e.g. Including LNCT and SNCT.	Educated to SCQF level 9 which includes a Degree or equivalent	✓	
	Ability to think strategically with experience of translating strategy into deliverable plans	✓	
	Conflict handling skills	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

Supporting the management, maintenance and improvement of service and partnership policy and standards.	Ability to develop and maintain effective relationships with Council services, partnerships and other relevant organisations		✓
Delivering excellent levels of advice, support and challenge to help the service and partners in implementing policy approaches.	Understanding of the political context and need for public accountability in a public sector organisation	✓	
	Experience of working with elected representatives		✓
	Understanding of the issues arising from working with non-executive stakeholders, or politicians	✓	
	Leadership skills	✓	
	Customer service skills	✓	
	Ability to provide a regular and effective service	✓	
Leading all aspects of project or service delivery in agreed areas, for example; <ul style="list-style-type: none"> Providing overall policy management for strategic improvement work as required. 	Experience of Policy development, implementation and evaluation	✓	
	Evidence of driving change in designated area	✓	

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Role Profile

<ul style="list-style-type: none"> Leading the development of high quality policy development with clear outcomes, resource requirements and project plans. Providing policy advice, challenge and guidance to schools, other services, partners and councillors. Monitoring the impact of improvements and systems robustly against agreed outcomes. Ensuring performance and management information is analysed and used effectively to drive service improvement and efficiency. Managing and communicating information effectively so school settings and other council services and partners are kept up to date with internal and external developments. 		<p>Experience of working with partners in both public and private sector</p> <p>Programme and project management experience</p> <p>Presentation skills/confident delivery style</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Leading areas of service delivery in line with agreed standards and deadlines.				
Advising on budget management and reporting on resource issues as appropriate.		<p>Financial management skills</p> <p>IT Skills</p>	<p>✓</p> <p>✓</p>	
Developing robust policy options.		Report writing skills	✓	

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Role Profile

Managing and reducing operational risk.		
Preparing, and/or quality control reports produced by others, for senior managers, committees and other groups.	✓	
Leading internal and external meetings including project and team meetings.	✓	
Supporting the service and partners to improve policy processes to deliver services in the most efficient and effective ways to reduce inequalities.	✓	
Prioritising activities with the service and, where required, external bodies in relation to proposed work areas and outcomes.	✓	
Ensuring that packages of support are integrated with other relevant areas of work across the service.	✓	
Working with colleagues in other areas of the Directorate and partnership as required to prioritise policy activity.		✓
Keeping up to date with agreed areas of knowledge/ practice and to share this expertise across the Council		
Analytical skills	✓	
Problem solving skills	✓	
Experience of managing a team	✓	
Evidence of supporting staff development	✓	
Experience of contributing to change outside of immediate area of responsibility		✓
Understanding and experience of Health and Safety	✓	
Organisational skills	✓	
Comprehensive knowledge and awareness of relevant regulation, legislation and statutory requirements		✓

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Role Profile

Identifying and supporting opportunities for joint working with partners		Experience of collaborative working	✓	
Contributing to the development of the Service.				
Preparing and reviewing committee reports for decisions relating to policy at both a local and national level				
Promoting corporate and partnership initiatives at an area level.		Experience of Corporate working		
Preparing and reviewing reports for decisions relating to budgets and audit requirements as well as providing regular monitoring reports				
Lead and take ownership for specific areas for the Directorate, including the collation of responses, analysis and reporting of results.		Analytical skills		
Support management of the Communication strategy across the directorate, reviewing mechanisms for communication, driving improvement and analysing results.				
Ensuring management systems are in place to deliver effective records management, Information Governance, Complaints Management, Standards Compliance, Freedom of Information (FOI) and Access to Records Management services. Provide direct support for the Education and Children's Services Directorate.				
Play a lead role in managing and supporting the complaints process in accordance with Fife Council policy and procedures. Liaising		Experience of complaints processes		

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Role Profile

<p>with various stakeholders to support the complaint process, including the Scottish Public Services Ombudsmen, ensuring all timelines are met, ensuring all reporting mechanisms are in place and reporting to senior management outcomes and identifying further actions.</p> <p>Support the Directorate and leading on complex investigations, e.g. discipline, grievance and complaints as directed by the Directorate Leadership Group/Senior Management.</p>			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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.

Role Profile

Additional Information – the following information is available:
<ul style="list-style-type: none">• Skills Framework (if applicable)• How we work matters

Expected Behaviours
<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>