

Service Manager (Policy & Place)

Reference No:	SS2279		
Service:	Planning, Climate, and Sustainability Services		
Job Family:	Planning, Property and Assessors	Grade:	FC11

Purpose

Lead a professional and technical team within to deliver an effective, efficient, and competent programme of activity to achieve the key outcomes and milestones of the statutory development planning process and related functions, and contribute to and related corporate, community planning, and other relevant regional and national strategies.

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
Leading, managing and coordinating the Council's statutory local development planning, historic and natural environment functions, and related spatial data activities. The role is crucial for creating and maintaining strategic focus, ongoing alignment and delivery of strategic functions.	Educated to SCQF level 9, which includes a Degree or equivalent membership of an appropriate professional body.	✓	
Leading with professional leadership, direction, and support. Set and maintain standards of conduct and performance ensuring that the delivery.	Significant experience in statutory land use/spatial planning and in leading local development planning and policy activity and delivering related statutory functions.	✓	
Leading the delivery of the statutory Local Development Plan (the spatial strategy of Plan4Fife) and related functions to set out the Place	Experience of managing performance of staff.	✓	

Role Profile

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change strategy and policies for Fife. As one of the Council's key statutory Plans ensure compliance between strategies, service delivery and government directives/legislation, setting strategies, policies, standards and practices of statutory functions, carried out by managing and resolving risks and issues that arise.	Skilled in risk assessment models and techniques.	✓	
Analysing diverse and complex information from a variety of different sources to develop long term plans and strategies to improve service delivery, efficiency, and comply with statutory responsibilities.	Experience of researching, understanding, and manipulation of data.	✓	
Ensuring the Services complies with agreed national policies and technical standards.	Knowledge of current Planning legislation and guidance. Experience of historic and natural environment practice and statute.	✓	✓
Communicating all policies, standards, and specifications to the team ensuring effective and consistent messaging for operational and corporate benefit.	Skills in communicating messages effectively to a variety of audiences.	✓	
Establishing and maintaining effective relationships with elected members, partner organisations, and service users.	Experience of working with politicians, senior managers across a variety of organisations. Communication skills.	✓ ✓	
Ensuring efficient and effective use of physical, financial, and staffing resources, including firm budgetary and establishment control to achieve best value. Managing and monitoring of the team's revenue budget (and capital where relevant) and contributing to Service budget activity.	Experience of managing budgets including budget monitoring and forecasting, including funding from external sources.	✓	

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Leading and managing the oversight process for the negotiation, deal-making and stakeholder management with internal and external stakeholders at local, regional and national levels including Scottish Government and other Government agencies.	Experience of negotiation, managing key senior stakeholders to deliver projects on time, and managing associated budgets. Experience of and the ability to engage effectively with senior stakeholders.	✓ ✓	
Representing Fife Council, Directorate or Service at both internal and external meetings.	Presentation skills.	✓	
Managing related use of IT to ensure continuous digital improvement to deliver with greater efficiency and effectiveness.	IT Skills, including experience of Microsoft Office Suite. Experience with using AI in related work and project functions.	✓	✓
Programme reporting, issue resolution and interdependency management.	Report writing experience	✓	
Managing and reporting on projects, work aligned with delivering statutory duties including budgets.	Experience of presenting information through a variety of styles	✓	
Managing the delivery of Street Naming and Numbering, a statutory function under the Civic Scotland Act.	Leadership and Management skills.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

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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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.

Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	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.

Version: 1.5

Issue date: March 2026

E = Essential Criteria D = Desirable Criteria