



Role Profile

LOCAL DEVELOPMENT OFFICER within Fife Health & Social Care Partnership (H&SCP)			
Reference No.	A4916	Type	Generic
Service	H&SCP Locality Planning		
Job Family	Professional 2	Grade	FC8

Purpose
The creation and implementation of locality planning by engaging with H&SCP services, carers, and key stakeholder to work collectively to play an active role in service planning for their local population in order to improve outcomes.

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>Programme and Project Development and Management</p> <ul style="list-style-type: none"> With key stakeholders and carers develop a locality a – H&SC locality action plan which identifies priorities within the current planning cycle which supports the H&SC Strategic Plan Priorities identifying long term outcomes with short, mid and long-term actions Lead projects, and identify project leads from H&SCP Locality Planning with Key Stakeholders to deliver the plan Establish monitoring and review mechanisms 	Experience of multi-agency working	√	
<p>Skilled Co-ordinator:</p> <ul style="list-style-type: none"> Quickly establish what's currently happening where, by who and how it is resourced Work intuitively and creatively to bring key stakeholders together to identify common goals Identify gaps in service delivery/local need and address them 	Experience of working with Elected Members	√	

E = Essential Criteria D = Desirable Criteria

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<ul style="list-style-type: none"> ○ Identify H&SC priorities being identified through local intelligence and H&SC locality data 			
Partnership Working with Key Stakeholder <ul style="list-style-type: none"> ○ Lead role in coordinating and developing key stakeholder priorities through locality development support the Core Groups, Wider Stakeholder networks through shared H&SC priorities ○ Collaborative working with key stakeholders to help plan and deliver H&SC Locality Plans 	Experience of acquiring funding	✓	
Community Engagement <ul style="list-style-type: none"> ○ Along with other local stakeholders use an asset-based approach to work with local people to identify and address local needs ○ Facilitate community connections, identification of “community leaders and facilitators” ○ Facilitate support to the seven H&SC locality areas to develop local priorities and develop a community infrastructure 	Evidence positive experience of creative and intuitive approaches to work in local communities	✓	
Effective Communication <ul style="list-style-type: none"> ○ Use a variety of methods to creatively engage local people, carers and key stakeholders ○ Engaging with localities and ensuring that they are fully informed of developments ○ Develop and implement effective communication links between all members of Locality Planning Groups and wider stakeholder, to facilitate information exchange ○ Embrace new technology and encourage increased access ○ Listen ○ Develop opportunities to involve local people in service design and delivery 	Experience of work with communities	✓	
General Tasks & Responsibilities: <ul style="list-style-type: none"> ○ Support local community groups and carers to develop funding bids 	Proven track record of delivering and getting the job done		✓

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<ul style="list-style-type: none"> ○ Establish links with finance colleagues to develop and maintain effective budget monitoring systems ○ Control and account for all resources including materials, ICT hardware and software etc ○ 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 ○ Implement and monitor Fife H&SC policies and procedures ○ Work within the Fife Council's Employee Code of Conduct 			
Special Conditions: A commitment to ongoing professional development through CPD is required	Interpersonal & Communication Skills		
	<ul style="list-style-type: none"> ○ Motivated and Enthusiastic – energetic and positive outlook ○ Effective communication skills – presentation skills ○ Skilled in negotiation and collaboration with other services and agencies ○ Ability to motivate key stakeholders and local people ○ Ability to work cooperatively as part of a team ○ Ability to interact respectfully with other people and build strong alliances ○ Self-motivated, enthusiastic and offer a high degree of professional commitment 	✓ ✓ ✓ ✓ ✓ ✓	
	Health & Physical Attributes		
	Able to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Education, Qualifications and Training		
	Educated to degree level (or equivalent) Degree in either: <ul style="list-style-type: none"> ○ Community Learning and Development ○ Nursing Degree (Adult or Mental Health) ○ Project Management ○ Business Management ○ Training in supervisory or leadership skills ○ Commitment to ongoing professional development 	✓	
	Skills, Abilities & Knowledge		
	<ul style="list-style-type: none"> ○ A skilled Co-ordinator – Knowledge and understanding of locality planning ○ Project Management Experience ○ Competent in using email and the internet 	✓ ✓	

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	<ul style="list-style-type: none"> ○ Ability to use different models of evaluation – Knowledge and understanding of Fife H&SCP Strategic Plan and Scottish Localities Guidance ✓ ○ Ability to undertake creative and collaborative consultation processes ✓ ○ An understanding of the issues which affect disadvantaged communities ✓
	<p>Attributes</p> <ul style="list-style-type: none"> ○ Ability to work on own initiative ✓ ○ Ability to reflect on professional practice and to implement a virtuous improvement cycle ✓ ○ Ability to consult effectively with groups and to coordinate consultation processes with other services ✓ ○ Ability to work in partnership in a range of settings ✓ ○ Friendly approachable manner ✓ ○ Positive, 'can-do' attitude ✓
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>