

Role Profile

Staffing Co-ordinator			
Reference No.	SS1545	Type	Individual
Service	Education & Children's Services		
Job Family	Professional 1	Grade	FC7

Purpose
<p>Leading and managing the delivery of a range of workforce planning projects for the Education and Children Services Directorate.</p> <p>Take a lead role, alongside the Service Manager in driving forward the development and implementation of workforce development strategies for the Directorate. Provide direct support for Education Management Team. Provide, professional and confidential support on all operational workforce planning issues for designated staff groups.</p> <p>Deliver an effective customer focused staffing team with responsibility for all recruitment, benefits and employee activity administration. Implement and monitor processes and procedures which meet key priorities, service delivery and outcomes for yearly staffing exercises.</p>

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>Taking a lead role in relation to workforce planning and staffing in conjunction with the Service Manager.</p> <p>Support Headteachers and Managers in the application of Fife Council policies with specific focus on recruitment.</p> <p>Establishing and maintain effective relationships with key contacts within the Council to deliver staffing projects including Education Managers, Headteachers, Business Manager, HR, Payroll, Recruitment and Business Support Services.</p>	<p>(Expected behaviour - See 'How We Work Matters' Framework)</p> <p>Ability to provide an efficient and effective service</p> <p>Knowledge of relevant policies, legislation, processes, frameworks, standards, procedures, and systems</p> <p>Ability to work effectively and collaborate with others</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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<p>Act as a lead professional for Education & Children’s Service for corporate employment legislation, recruitment, payroll and HR system projects</p> <p>Act as a lead professional in delivering the yearly Education staffing exercises which meet Service and corporate policy, procedures, aims and values, supporting service delivery outcomes and performance reporting needs. Monitoring performance against outcomes, reporting progress and recommending actions to enhance performance.</p> <p>Maintaining knowledge and awareness of the impact of legislation practice and regulation which impact on functional area</p> <p>Contributing to the development of strategies and practices which support the Service’s aims and values, all in accordance with appropriate policies and guidance</p> <p>Representing Education & Children’s Service at meetings in respect of changes to policies and procedures or complex HR administrative issues.</p>	<p>Broad understanding and knowledge of effective medium- and long-term strategies to deliver organisational goals</p> <p>IT skills in relevant software packages including MS Office (Embrace technology and information)</p> <p>Ability to use corporate systems and manager self service</p> <p>Ability to think strategically with experience of translating strategy into deliverable plan</p> <p>Ability to attend meetings throughout Fife as required</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Providing professional guidance, support, and advice to headteachers, Education managers and other council services with regards to workforce planning projects and staffing administration.</p> <p>Ensuring that high quality customer focussed services are delivered in an effective and efficient manner.</p> <p>Assisting the Service Manager to continually review, improve, develop, and implement improvements in relation to workforce planning, project management and efficiency.</p> <p>Ensure that quality standards are identified, monitored and</p>	<p>Ability to provide a regular and effective service</p> <p>Customer service skills</p> <p>Ability to provide a regular and effective service</p> <p>Ability to develop and maintain a positive culture, leading review and improvement of processes</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<p>continuously improved.</p> <p>Embrace and promote a "customer first" philosophy as the normal mode of operation for the Directorate/Council.</p> <p>Review current practices and procedures to promote improvements to service delivery, customer satisfaction and more effective use of resources.</p>			
<p>Providing professional guidance, support, and advice to a designated team, including coaching, managing attendance, managing performance, and promoting knowledge sharing across teams while delivering leadership through behaviours.</p> <p>Foster knowledge sharing and provide coaching/mentoring support to expand the team knowledge and capacity.</p>	<p>Experience of supporting staff development Supervisory skills</p>	<p>✓</p>	
<p>To lead in the development of detailed specifications for projects to meet council and other agreed standards. Devise and implement standard processes/procedures for use in Education establishments</p>			
<p>Set, agree and manage individual team, project and programme plans in line with the Directorate Operation Team and Service priorities.</p>			
<p>Taking the lead in balancing conflicting operational and support demands and priorities.</p> <p>Managing the competing priorities in negotiation with other Education teams and corporate partners.</p>	<p>Experience of working with minimum supervision in an environment of change and challenge, demonstrating resilience and flexibility with competing demands</p>	<p>✓</p>	
<p>Produce and present a variety of reports, guidance, Briefing Notes and other documentation as required or as seen as necessary and appropriate.</p>	<p>Presentation skills</p> <p>Report writing skills</p>		<p>✓</p> <p>✓</p>

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Analysis of Oracle information and reports to identify and resolve issues.			
Building strong relationships with colleagues and partners across Services so that work is integrated with and supports other relevant work in the Council Implementing opportunities to work more effectively with customers.	Experience of participation in effective cross service or multi-agency, collaborative working (Work together) Ability to work effectively and collaborate with others	✓ ✓	
Taking a lead role in project and service improvement activity across a designated area in support of service delivery objectives. Contributing to Service and corporate projects and task groups.	Project management skills		✓
Keep the Head of Service/Service Manager apprised of developments affecting work.			
Respond to urgent/emergency changes in team priorities and deal with unplanned peaks and troughs in the team's overall priorities.	Experience of delivering services in a demanding environment	✓	
Manage projects and service delivery, ensuring the implementation of Council policies, national standards legislative changes and statutory procedures/regulations.			

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
<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>