

CORPORATE DEVELOPMENT CONSULTANT			
Reference No.	G064.01	Type	Generic
Service	Corporate Development		
Job Family	Professional 3	Grade	FC9

Purpose
To lead and deliver, activities, projects and systems which drive and support service delivery, improvement and transformation within Services and across the Council.
To oversee the maintenance of systems, projects and approaches, and ensure they are deployed effectively.
To monitor the impact of approaches to ensure benefits are realised on an ongoing basis, and to identify future improvements.

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 and developing consistent approaches to improvement related specialisms, such as; <ul style="list-style-type: none"> <li>• service planning and performance reporting</li> <li>• analytics and demographics</li> <li>• process improvement</li> <li>• portfolio, programme and project management</li> </ul>	Proven experience in leading and managing corporate planning and performance review activities within a large organisation (Take ownership - See 'How We Work Matters' Framework)	✓	
Leading the management, maintenance and improvement of corporate tools, standards and analytical products including identification of methods of approach, customer requirements and key datasets	Proven experience of collection, analysis and interpretation of a range of data including performance and management data and preparation of reports (Embrace technology and information)	✓	
Providing the Council with specialist knowledge within an agreed functional area.	Educated to SCQF level 9 which includes a Degree or equivalent or equivalent experience	✓	

# Role Profile

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Providing directing support and advice to Directorates to assist them to meet their objectives, leading the development of plans and activities within the functional area.	Ability to work collaboratively with others and manage and resolve conflict with/between others (Work together)  Ability to influence at senior management level	✓  ✓	
Leading all aspects of project or service delivery in agreed areas, for example; <ul style="list-style-type: none"> <li>• Providing overall project management, business change support, or programme management for strategic improvement work as required</li> <li>• Leading the development of high quality business cases with clear outcomes, resource requirements and project plans</li> <li>• Ensuring project, programme and work plans are maintained and updated.</li> </ul>	Experience of leading staff, ideally in planning and research activities (Deliver results)  Significant experience in projects and change management role	✓  ✓	
Monitoring the impact of improvements and systems robustly against agreed outcomes.	Experience of critical and lateral thinking, situation appraisal, negotiation and issue resolution	✓	
Ensuring performance and management information is analysed and used effectively to report and recommend actions to enhance service performance and efficiency.	Experience of service improvement in support of Best Value and the corporate change agenda	✓	
Maintaining knowledge and awareness of changes in legislation, practice and regulation which impact on the functional area.  Communicating effectively across the Council to continuously improve service delivery.	Knowledge of the Service and key regulation, legislation and practice issues which affect them  Ability to engage others and shape a culture where there are opportunities for open discussion (Focus on customers)	✓  ✓	
Overseeing the development and delivery of training materials and presentations.	Ability to create a pro-active, can-do culture	✓	
Balancing conflicting operational and support demands and priorities, managing the competing priorities in negotiation with corporate partners.	Ability to take personal responsibility for completing tasks and ensure they meet agreed outcomes	✓	

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Leading areas of service delivery in line with agreed standards and deadlines.			
Managing budgets (including forecasting, authorising and monitoring spend on team and project budgets) and report on resource issues as appropriate.	Ability to evaluate the costs and benefits of different plans and approaches  Working knowledge of financial systems and processes within the Council	✓	✓
Managing and reducing operational risk.	Experience of risk and impact analysis	✓	
Analysing and interpreting quality control reports produced by others, for senior managers, committees and other groups.	Ability to motivate others through the change process and support others to view change positively	✓	
Leading internal and external meetings including project and team meetings.	Ability to provide regular and effective service	✓	
Supporting Directorates to improve processes to deliver services in the most efficient and effective ways.	Experience of developing and maintaining portfolio, programme and project management processes – Management of Portfolios (MPO), Managing Successful Programmes (MSP) and PRINCE 2. Qualified in a numerate or statistical discipline		✓
Developing and promoting effective partnerships across the Service and the Council, and with key internal and external partners, to support the delivery of outcomes required in the functional area, ensuring a shared understanding and commitment to quality service delivery.	Experience of participation in effective partnership working  Comprehensive understanding of local government and partnership working		✓  ✓
Keeping up to date with agreed areas of knowledge/ practice and to share this expertise across the Council, for example ICT enabled service delivery, quality systems, business improvement, project management, research and analytics.			✓

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Carrying out a supervisory role as agreed (Corporate Development staff, project teams or secondments/associates), including training and assessment of work.	Supervisory skills Experience of effective management of performance Experience of objective setting and monitoring		✓ ✓ ✓
Contributing to the development of Community and Corporate Development.	Focus on continuous improvement, learning and development.	✓	
Supporting capital delivery planning.			
Leading and developing approaches for Graphical Information Systems.			
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:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>