

| DEVELOPMENT CO-ORDINATOR | | | |
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| Reference No. | I196.01 | Type | Individual |
| Service | Education and Children's Services | | |
| Job Family | Professional 3 | Grade | FC9 |

| Purpose |
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| <p>To lead and support the implementation of "Getting It Right For Every Child" (GIRFEC) ensuring compliance with statutory responsibilities and duties within the Children and Young People (Scotland) Act.</p> <p>To contribute to the implementation of policy and practice standards, training, communication strategy and self-evaluation across key change areas.</p> <p>To work across Education and Children's Services to deliver the Children's Service Plan outcomes, working with wider Community Planning Partners.</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 |
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| Leading, developing and monitoring consistent approaches to the implementation of policies and statutory duties to meet the requirements of the Children and Young People Act and the effective implementation of Getting It Right for Every Child (GIRFEC). | <p>Educated to SCQF level 9 which includes a Degree or equivalent in Education, Social Work or Community Education or equivalent experience</p> <p>Experience in developing policy and practice standards with the ability to support translation into practice (Deliver results – See 'How We Work Matters' Framework)</p> | ✓ | |
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Role Profile

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|---|---|----------|----------|
| Contributing to and leading aspects of the Directorate plan ensuring compliance with GIRFEC across the workforce. | Knowledge of current legislative requirements e.g. Children & Young People Act | ✓ | |
| Setting clear and realistic targets and measures of success, regularly monitoring progress. | Analytical skills | ✓ | |
| Providing regular updated reports on progress to Strategic and local groups for example, Children in Fife, local GIR groups and all local Area Committee's. | Project management skills | ✓ | |
| Developing and contributing to a training and awareness raising strategy to meet the requirements of the Children and Young People Act. | Report writing skills | ✓ | |
| Contributing to the delivery of training and briefing sessions on statutory duties and GIRFEC. | Ability to provide a regular and effective service | ✓ | |
| Leading on the development of resources and materials to support the delivery of GIRFEC both strategically and at a local level. | Ability to create and shape a pro-active, can-do culture (Take ownership) | ✓ | |
| Providing advice and guidance across services on statutory guidance and duties supporting key change areas of systems/ practice and culture. | Ability to plan and develop training programmes | ✓ | |
| Leading on a communications strategy developing of a range of materials, public events and a website. | Presentation skills | ✓ | |
| Planning and delivering a variety of participation events with children/ young people and the wider community. | Experience of continuous improvement, learning and development | ✓ | |
| Developing systems which help inform and improve services through customer/service user knowledge and feedback. | Experience of collaborative working (Work together) | ✓ | |
| | Communication skills | ✓ | |
| | Experience of developing and delivering a participation strategy (Focus on customers) | ✓ | |
| | Knowledge of systems development (Embrace technology and information) | ✓ | |

E = Essential Criteria D = Desirable Criteria

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|---|---|---------------------|----------|
| Representing the Service at national and local meetings as delegated by the GIRFEC lead. | Ability to work under pressure Ability to deal with competing demands Leadership skills | ✓ ✓ ✓ | |
| Contributing to the development and refresh of the Children's Service plan ensuring a focus on wellbeing. | Knowledge and understanding of the drivers impacting on the Children's Service plan and GIRFEC | ✓ | |
| Contributing to the development of a self-evaluation and monitoring framework which has measurable outcomes. | Ability to interrogate data, quality assure and knowledge of self-evaluation | ✓ | |
| Supporting Third Sector knowledge and awareness of statutory requirements within the context of GIRFEC. | Knowledge of applying research and guidance to inform and improve practice | ✓ | |
| Ensuring organisational readiness of Third Sector commissioned services on statutory duties and requirements relating to GIRFEC. | Knowledge of commissioning requirements and standards | ✓ | |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |

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

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| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one). | PVG Children <input checked="" type="checkbox"/> | PVG Protected Adults <input type="checkbox"/> | PVG Both <input type="checkbox"/> | None <input type="checkbox"/> |
| | Basic Disclosure <input type="checkbox"/> | Standard Disclosure <input type="checkbox"/> | Enhanced Disclosure <input type="checkbox"/> | |

Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results