



Role Profile

Job Title Project Officer			
Reference No.	SS1542	Type	Individual
Service	Education Childrens Service, Children & Families and Criminal Justice		
Job Family	Professional 2	Grade	FC6

Purpose
The scheme is required to provide offenders with a wide variety of projects and tasks, which enable them to complete the UPW element of Community Payback Order.

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
Day to day co-ordination and supervision of Community Payback unpaid work supervisors including undertaking supervision and job prioritisation. Ability to work with a wide range of Service Users who can on occasion present with challenging behaviours that require empathy and support.	Ability to provide support and guidance to the staff group in order to meet the demands of the business this can include staff support on a daily basis.	√	
To ensure that health & safety risk assessment procedures are in place and followed by Community Payback work supervisors and Service Users.	Strong working knowledge of H & S or recognised qualification in the area (IOSH, NEBOSH).	√	
Visit agencies and organisations to assess the suitability and appropriateness of unpaid work projects.	Understanding of project management covering a wide variety of projects (painting, decorating, gardening, landscaping)	√	
Contribute to the monitoring, evaluation and promotion of Community Payback by offenders. Strong computer-based skills.	Ability to collate statistical information and present it to demonstrate the performance and quality of work undertaken by Community Payback. Good communication and		√

E = Essential Criteria D = Desirable Criteria

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	presentation skills. Ability to provide quality written reports and motivate staff.		
To represent the service at meetings throughout Fife.	Ability to travel Fife wide.	√	
Management of vehicles and buildings used to deliver Community Payback.	Maintaining both buildings and vehicles to ensure the appropriate H & S requirements are in place. Audit management for both vehicles and buildings.	√	
The ability to work as part of a team, have a consistent approach to problem solving, to use your own initiative in relation to projects undertaken and the daily supervision of staff.	Support and develop a positive culture within the work environment.	√	
Previous supervisory experience.	Strong working experience of staff management.	√	
Previous experience in Social Work or Criminal Justice or related setting.	An understanding of offending behaviour.		√
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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Job Title (Specialists Tasks)			
On call cover.	This post required you to be available evening and weekend on a rota basis.		

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:

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

Expected Behaviours

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.