



# Role Profile

## Employment Compliance Officer

Reference No.	988TP313	Type	Individual
Service	Business and Employability		
Job Family	Para-Professional 4	Grade	FC6

### Purpose

To provide project support to 'Opportunities Fife' partnership with specific emphasis on performance management of 'Fife Employability Pathway' programme.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Liaise with Opportunities Fife partners & other stakeholders over the level and type of project support required

Maintain staff guidance procedures relating to programme performance

Apply specialist knowledge and competence with the organisation's chosen software support tool (currently FORT CRMS), and other project management software support tools such as those for Risk Assessment and Management

Project development and delivery and ensuring project files are set up and maintained.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

Qualified to SCQF Level 7 which includes HNC or Advanced Highers or equivalent

✓

Experience within a similar role

✓

Experience of using management information systems such as FORT

✓

Communication skills

✓

Project management skills

✓

E = Essential Criteria   D = Desirable Criteria

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Assist with the compiling of performance reports for Scottish Government, Fife Partnership, Opportunities Fife Partnership and local projects	Experience of writing reports		✓
Assist the project manager(s) to control and monitor project budgets and costs to agreed tolerances	Experience of networking with a wide range of audiences (Work Together)	✓	
Revision and update of project plans as taking account of ongoing partnership activities	Project management skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>Job Title (Specialists Tasks)</b>			
· Directly support the production and presentation of reports, guidance and other documentation relating to Fife Employability Pathway programme			
Develop and maintain relationships to strengthen partnership, team and project working between various stakeholders & within the project team			

## 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.