

Community Manager Strategy and Commissioning

Reference No.	A4840	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Service Manager 2	Grade	FC12

Purpose

Responsible and accountable for the shaping and provision of community services, resources and assets and for developing community capacity, working with communities and other organisations to sustain community wellbeing and the prevention of problems associated with ill health, lack of opportunity and inequality.

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>Leading, shaping and jointly managing the development and delivery of services and undertaking area and/or functional responsibilities in the following areas:</p> <ul style="list-style-type: none"> • Area Delivery and Community provision • Community learning and development • Active communities and community resources <p>Or other community policy themes as required.</p>	<p>Educated to SCQF level 9 which includes a Degree or equivalent or equivalent experience</p> <p>Understanding of community planning and knowledge of community planning structures</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Ensuring that set vision, policy, strategies and priorities are delivered, monitored/evaluated and that service levels and customer satisfaction are continually improved.</p>	<p>Ability to organise and prioritise workload (Take ownership - See 'How We Work Matters' Framework)</p>	<p>✓</p>	

Role Profile

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Contributing to the achievement of the key priorities and milestones, as well as other relevant national and local strategies. Delivering performance outcomes that meet Directorate, Service and Community Plan targets.	High level of political awareness and requirements for public accountability in a public sector organisation	✓	
Building sustainable networks and partnerships around community provision working with community groups, voluntary organisations and other providers to maximise community benefit.	Ability to work to tight deadlines and respond quickly to changing demands (Deliver results)	✓	
Leading and exhibiting a One Council approach through building strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council, community planning partnership and the wider community.	Track record of collaborative working Experience of working with partners in both public and private sector (Work together) Ability to motivate others to perform to the highest standards	✓ ✓ ✓	
Developing and implementing opportunities to work more effectively with partners. Maintaining strong partnership models with other council services as well as partners to deliver the Fife Community Plan.	Experience of delivering information to a variety of audiences	✓	
Identifying, monitoring and achieving relevant quality standards, representing the Council, Directorate or Service at agreed internal/external meetings, producing reports and delivering presentations. Ensuring that adequate provision is in place to meet relevant Audit or inspection requirements.	Report writing skills Presentation skills/confident delivery style	✓ ✓	

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Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance at all times with the Council's financial regulations for budgets within relevant teams.	Financial management skills IT Skills (Embrace technology and information)	✓ ✓	
Ensuring project and policy compliance with legal, regulatory, professional body and social requirements.	Ability to analyse problems and determine creative and practical solutions Ability to demonstrate project work delivering efficiencies or savings	✓ ✓	
Providing consistent, high quality and customer focussed services to communities, customers and partners.	Customer service skills (Focus on customers) Ability to develop and maintain effective relationships	✓ ✓	
Leading a co-ordinated business-focussed approach to the provision of community services across council and community planning partner services while delivering and maximising the efficient and effective use of physical, financial and staff resources available.	Leadership skills	✓	
Providing professional leadership and support to the teams, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge and sharing within and across teams. Ensuring strong relationships within team, offering guidance, support and direction on service delivery and professional issues.	Proven experience of staff management of significant team size Experience of supporting staff development	✓	✓
Managing and analysing information and performance levels for community services: in relation to team performance and the performance of Services across the Council, Community Planning Partners, developing and implementing solutions for continuous improvement. Collaborating with and coordinating across services, partners and communities.	Experience of initiating and managing continuous improvement Experience of research, information gathering and analytical skills	✓	✓

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Contributing to and representing the Council on relevant national public and private sector bodies which develop and share policy, national standards and best practice. (e.g. COSLA, Improvement Service and Scottish Government, professional bodies, etc).	Experience of actively working in the national arena, and sharing best practice with other Councils and organisations	✓	
Working with elected members on a regular basis, to respond to queries, support policy development, and improve the customer experience or reputation of the Council.	Experience of working with elected representatives Evidence of an understanding of the issues arising from working with non-executive stakeholders, or politicians	✓ ✓	
Managing change with Service Managers, employees and external partners in relation to implementing community planning and partnership delivery. Report on a regular basis to different strategic/management groups as necessary.	Experience of strategic planning and positively facilitating organisational change	✓	
Contributing to the wider development of the Service and Directorate as a member of the Service Management Team, and extended Directorate Management Team.	Track record of driving change and contributing to change outside of immediate area of responsibility	✓	
Managing the Health and Safety of staff.	Understanding and experience of Health and Safety		✓
Ensuring compliance with statutory, regulatory and governance requirements, reporting to strategic and other relevant Committees as part of the Council's governance framework.	Comprehensive knowledge and awareness of relevant regulation, legislation and statutory requirements	✓	
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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<p>Strategy and Commissioning</p> <ul style="list-style-type: none"> • Leading the development of strategy and managing operational delivery of a range of community-based functions including sports, leisure and culture, community use services including, community use schools, halls and centres. • Commissioning a range of community-based services including strategic liaison with service ALEOs, parks, greenspace and leading on pan-Fife operational matters for the service. • Working in partnership with communities and national organisations in delivering accessible opportunities for learning, participation, culture and sports and physical activity to reduce inequalities. • ALEOs strategic liaison ensuring delivery of SLAs and strategic engagement in the delivery of the Plan for Fife • Leading sports, culture and outdoor space development & partnership working • Leading the delivery of Outdoor Activity and Education supporting community priorities • Effective use and management of land and facilities for the service – including Parks, Community Use Schools, Halls and Centres and Lochore Meadows, • Parks and greenspace commissioning of services working with Area Community Managers and Grounds Maintenance • National liaison for sports, leisure, and culture • Pan-Fife commissioning of services based on the Area Management Model 			

Role Profile

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 is included:
<ul style="list-style-type: none"> • Structure Chart • 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:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results

To be completed by Human Resources, Finance and Corporate Services			
Date created		Line Manager	
Date agreed		Job Analyst	
Date logged on		JE Ref No	