

CORPORATE DEVELOPMENT MANAGER			
Reference No.	I036.01	Type	Individual
Service	Community and Corporate Development		
Job Family	Service Manager 2	Grade	FC12

Purpose
<p>To lead and manage the council's Corporate Development and Improvement functions ensuring the delivery of a consistent, high quality and customer focussed service that promotes and implements the council's aims and values.</p> <p>Responsible for leading a shared centre of expertise across the council to develop performance management; programme and project management; research and learning; improvement approaches; and change management.</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
<p>Responsibility for leading the Corporate Development and Improvement functions. CD includes the council's shared service approach to performance management; programme and project management; research and learning; improvement approaches; and change management. This includes making sure that the vision, policy, strategies and priorities are set, delivered, monitored/evaluated and that the service levels and customer satisfaction are continually improved.</p>	<p>Proven strategic thinking with experience of translating strategy into deliverable plans (Deliver results – See 'How We Work Matters' Framework)</p> <p>Ability to manage conflicting demands</p> <p>Organisational skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

Role Profile

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Contributing to the achievement of the key priorities and milestones set out in the Council Plan and the Service Improvement Plan, as well as other relevant national and local strategies through initiating and programme managing changes. Delivering performance outcomes that meet Directorate and Service targets. This includes delivering outcomes within the Reforming Fife's Public Services aims within the Council Plan and leading the work of the Portfolio Boards established to deliver the council plan.	Educated to SCQF level 9 which includes a Degree or equivalent or equivalent experience High level of political awareness and requirements for public accountability in a public sector organisation	✓ ✓	
Leading a co-ordinated business-focussed approach to Service provision while delivering and maximising the efficient and effective use of physical, financial and staff resources available. This includes managing a shared service in delivering CD activity across all council directorates and services.	Leadership skills Ability to provide a regular and effective service	✓ ✓	
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. Team members are situated across all services of the council within a shared service delivery for CD functions.	Proven staff management of significant team size Evidence of supporting staff development	✓ ✓	✓
Managing and analysing performance levels for the Corporate Development and Improvement functional area: in relation to team performance and the performance of Services across the Council, developing and implementing solutions for continuous improvement. The role will also own and improve the processes used by all services for performance management and support the implementation of them through the shared service.	Analytical skills Evidence of driving change in designated area (Take ownership) Initiating and managing continuous improvement	✓ ✓ ✓	

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Building strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and wider community. Developing and implementing opportunities to work more effectively with partners. The role will lead a shared service working across services and areas of Fife supporting CD activity.	Experience of collaborative working Experience of working with partners in both public and private sector (Work together)	✓ ✓	
Identifying, monitoring and achieving relevant quality standards, representing the Council, Directorate or Service at agreed internal/external meetings, producing reports and delivering presentations. The post will also be responsible for the establishment and implementation of quality management approaches to meet the council's responsibilities under Best Value.	Report writing skills Presentation skills / confident delivery style	✓ ✓	
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)	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. This includes supporting the work of the Policy Advisory Groups.	Experience of working with elected representatives Understanding of the issues arising from working with non-executive stakeholders, or politicians	✓ ✓	✓
Ensuring project and policy compliance with legal, regulatory, professional body and social requirements while establishing, implementing and continually improving the council's capacity and capability in change, performance, programme, project management and improvement methodology.	Ability to analyse problems and determine creative and practical solutions (Take ownership) Ability to demonstrate project work delivering efficiencies or savings	✓ ✓	

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Planning, designing and productively managing change with Service Managers, employees and external partners. Report on a regular basis to different strategic/management groups as necessary. This will include the support and delivery of the Portfolio Management approach for the council plan as well as supporting all services in their planning, performance, research and learning, change management and improvement planning and delivery.	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.	Experience of contributing to change outside of immediate area of responsibility		✓
Managing the Health and Safety of staff working in buildings across Fife.	Understanding and experience of Health and Safety		✓
Preparing and managing budgets of £1million+ and delivering agreed savings and efficiencies, ensuring compliance at all times with the Council's financial regulations.	Financial management skills IT Skills (Embrace technology and information)	✓	✓
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.			

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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 is available:
<ul style="list-style-type: none"> • 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