| Development Officer (Community Planning) | | | |
|---|---|---|---|
| Reference No. | I629.01 | Type | Individual |
| Service | Communities and Neighbourhoods | | |
| Job Family | Para professional | Grade | FC6 |

**Purpose**

To support the implementation of the Plan for Fife by providing policy, research, analytical support across the partnership; providing support to partnership groups and working with a range of partners and stakeholders in different settings; using evidence to develop new approaches and ways of working; and supporting and evaluating projects and presenting findings.

| 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 |
|---|---|---|---|
| Providing support to a range of projects across the partnership to support the implementation of the Plan for Fife. | A minimum of 3 years in a research, policy or project management role | ✓ | |
| | Experience of partnership working in the statutory or voluntary sectors (Deliver Results - See 'How We Work Matters' Framework) | | ✓ |
| | Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent in a social policy, working with communities, or equivalent. | ✓ | |
| | Educated to degree level in a relevant discipline | | ✓ |
| Researching, collecting and collating information to assist in the preparation of reports for the Fife Partnership and associated groups. | IT skills and a working knowledge of Microsoft office, particularly Word and Excel (Embrace technology and information) | ✓ | |

E = Essential Criteria     D = Desirable Criteria

# Role Profile

| 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 |
|---|---|---|---|
| | Experience of research and evaluation | | ✓ |
| Gathering and evaluating examples of best practice from across the partnership. | Knowledge of public sector structures and procedures | | ✓ |
| Supporting the work of the Community Planning Partnership through minute taking, undertaking research, sharing good practice and developing effective communication channels with partners. | Communications skills | ✓ | |
| | Confident and friendly manner with the ability to work across a range of organisations (Focus on customers) | ✓ | |
| | Experience of working effectively as part of a team (Work together) | ✓ | |
| | Experience of working to tight deadlines and respond quickly to changing demands | | ✓ |
| | Report writing and presentation skills | | ✓ |
| Supporting the production of research and assessment projects and the review and updating of the Plan for Fife and associated Delivery Plans, Local Community Plans and Neighbourhood Plans. | Ability to organise and prioritise workload to meet set deadlines (Take ownership) | ✓ | |
| | Numeracy skills | ✓ | |
| | Research, information gathering and analytical skills | | ✓ |
| Contributing as required to the wider Community Planning and Research Teams as required. | Experience of managing projects or initiatives, including those funded from external sources | | ✓ |
| 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:

E = Essential Criteria    D = Desirable Criteria

| 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 |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## 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 ☐ | PVG Protected Adults ☐ | PVG Both ☐ | None ☒ |
|---|---|---|---|---|
| | Basic Disclosure ☐ | Standard Disclosure ☐ | Enhanced Disclosure ☐ | |

| Additional Information – the following information is available: | Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees: |
|---|---|
| <br>• Skills Framework (if applicable)<br><br>• **How** we work matters | <br>• Take Ownership<br><br>• Focus on Customers<br><br>• Work Together<br><br>• Embrace Technology & Information<br><br>• Deliver Results |

E = Essential Criteria    D = Desirable Criteria