

## IMPROVEMENT CO-ORDINATOR

Reference No.	I198.01	Type	Individual
Service	Education		
Job Family	Professional 3	Grade	FC9

<b>Purpose</b>
<p>To lead, coordinate and manage the delivery of the Improvement programme, Early Years Collaborative and to develop the Children's Improvement Collaborative across Fife's community planning partnership.</p> <p>To contribute to accelerating the conversion of high level principles into practical action. Programmes will be innovative and complex and will focus on developing and spreading a range of drive improvement across Children's Services.</p>

<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>
Building connections across services/divisions to deliver the programme aims and objectives and supporting the Community Planning Partnership (CPP) to deliver improvements in outcomes, reducing inequalities and supporting the move to early intervention and prevention whilst delivering the high level stretch aims identified in the Collaborative programmes.	<p>Educated to SCQF level 9 which includes a Degree or equivalent in Education, Social Work or Community Education or equivalent experience</p> <p>Leadership/Management skills</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Promoting service delivery changes and effective utilisation of resources and ensuring appropriate support is provided to facilitate significant and substantial improvement in service delivery.	<p>Team working skills</p> <p>Experience in systems development (Deliver results – See 'How We Work Matters' Framework)</p>	<p>✓</p> <p>✓</p>	

## Role Profile

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Coordinating and managing the collaborative programme across the CPP and in partnership with other appropriate agencies in Fife to deliver agreed programme milestones.	Experience in effective partnership/collaborative working (Work together)	✓	
Providing support to the required strategic groups to ensure the monitoring reports to Scottish Government are completed and reporting to strategy groups as required – Early Years Strategy Group, Children in Fife Group, GIRWG, CIC Project Board and FPEG.	Report writing skills	✓	
Interpreting national guidance to develop programme infrastructure programme plans and monitoring arrangements.	Ability to apply policy and legislation into practice	✓	
Directing service improvement and re-design to deliver improvements within early years and children’s services using appropriate diagnostic and analytical methodologies. Maintaining momentum for the duration of the Programme.	Analytical skills (Take ownership)	✓	
Using evidence gained from the workstreams to influence policies and plans for the implementation of initiatives to support improvement.	Knowledge of applying research and guidance to inform and improve practice (Focus on customers)	✓	
Devising and delivering training workshops/coaching on service improvement tools and techniques.	Presentation skills	✓	
	Communication skills	✓	
Advising, directing and supporting local management teams enabling them to fully participate in the collaborative, and make local service changes to deliver significant and substantial improvement in Early Years and the wider Children’s Services provision.	Negotiation skills	✓	
Encouraging collaborative working across all partners and ensure appropriate involvement in the collaborative at each site with the participation of patient/public representatives alongside professionals.	Ability to work to tight deadlines	✓	
	Ability to prioritise conflicting priorities	✓	

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Supporting the shift of resources to deliver maximum benefit for the programme and exploring external sources of funding where appropriate. Delivering services that are safe, effective and sustainable within limited resources.	Financial management skills	✓	
Managing secondees including appraisals, sickness absence, disciplinary and grievance matters, recruitment and selection decisions, personal and career development departmental workload and allocation, supporting staff to pursue redesign when there are a number of often conflicting opportunities. Engaging and motivating staff.	Ability to create a pro-active, can-do culture	✓	
Leading on the development and revision of the Tests of Change within a preventative, asset based model whilst simultaneously using the improvement methodology to enact changes.	Experience of managing change	✓	
Working with partners to influence the strategic and operational plans to identify outcomes to ensure a shift occurs in the balance of public services towards early intervention and prevention.	Knowledge of relevant regulation, legislation and statutory requirements	✓	
Ensuring learning is shared with appropriate groups and leaders, by creating the structures and providing development which will allow collaborative partners to learn from the tests of change and identify where improvements should be made to improve outcomes for children and families.	Experience of supporting staff development	✓	
	Motivational skills	✓	
Creating recording and reporting mechanisms that link the National stretch aims to the workstream outputs and outcomes and imparting performance management information to stakeholders where performance targets have not been met.	Experience in systems development (Embrace technology and information)	✓	

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Organising and facilitating Workshops, seminars and conferences to support the learning from the Collaboratives to and influence workforce development.	Ability to plan and develop workshop programmes	✓	
Developing strong working relationships with the Family Nurture Approach Team local Early Years groups and GIR groups with the aim of implementing an early intervention and prevention approach.			
Persuading senior managers of the importance of the Children's Improvement Collaborative, linking in and exploiting potential benefits with other initiatives, resolving potential conflicts as these arise, negotiating, motivating and working through others to deliver results where there is strong resistances to change. To influence change at all levels and achieve commitment to change across all partners. Communicating, influencing and collaborating with a diverse and complex range of professionals regarding the programme. Maintaining complex stakeholder commitment and relationships which are often hostile or threatened by change.			
Designing and organising workshops for large groups of stakeholders including staff, partner agencies and members of the public on the use of improvement tools and techniques.			
Communicating sensitive information about performance and change to executive directors, senior managers, clinicians and a variety of teams and professional bodies. Achieving and maintaining credibility with clinicians and other clinical staff and creating confidence within the local health system that change can be delivered to create sustainable improvements in unscheduled care.			
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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**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 checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**Additional Information** – the following information is available:

- 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:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results