



Role Profile

Team Manager (Business Support)			
Reference No.	I351.01	Type	Individual
Service	Fife Resource Solutions LLP		
Job Family	Team Manager	Grade	FC9

Purpose
To lead and manage a team ensuring the delivery of a consistent, high quality and customer focused service that promote and implement the aims and values of FRS and Fife Council, and which meet or exceed customer expectations.
To ensure that the financial governance and business support activities of FRS and RES are conducted in accordance with the requirements of relevant legislation, statutory guidance and codes of practice, relevant Fife Council policies and procedures, and FRS policies and procedures.

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
Leading and managing a designated team. Setting strategies and priorities, service levels, customer satisfaction and work plans delivered to agreed priorities.	<p>Educated to SCQF level 8, which includes an HND or equivalent (Accountancy or Business Studies), or equivalent experience.</p> <p>Membership of Association of Accounting Technicians. HNC in Sustainable Resource Management (SCQF level 7).</p> <p>Membership of Chartered Institution of Wastes Management.</p> <p>Financial management skills.</p>	<p>✓</p> <p></p> <p></p> <p>✓</p>	<p></p> <p>✓</p> <p>✓</p> <p></p>

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
	Ability to provide a regular and effective service.	✓	
Providing professional leadership and support to team, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge sharing within and across teams in FRS.	Experience of translating strategy into deliverable plans. Experience of managing conflicting demands. Experience of driving change in designated area (Take Ownership – see How We Work Matters Framework). Experience of Initiating and managing continuous improvement.	✓ ✓ ✓ ✓	
Developing and maintaining good employee relations in partnership with employees and relevant Trade Unions through informal and formal processes of communication, consultation and involvement.	Communication skills. Conflict handling skills. Management skills. Team working skills (Work Together). Leadership skills.	✓ ✓ ✓ ✓ ✓	
Monitoring and reviewing management systems and employee performance levels to develop and implement solutions for continuous improvement, including responsibility for managing employee absence, employee recruitment, employee development, and disciplinaries up to Final Formal Warning, all in accordance with Fife Council Policies and Procedures.	Experience of managing a team and supporting staff development. Experience of dealing with issues of a personal and sensitive nature. Knowledge of the Council's policy and procedures.	✓ ✓ ✓	✓
Ensuring that the health and safety policy is an integral part of the business unit's culture and that the policy remains a 'live' document able to respond to health and safety issues and that this is communicated to all employees.	Knowledge of health and safety, including the principles of risk assessment and control measures.	✓	

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
Ensuring that effective management systems and practices are in place to deal with risks sensibly, responsibly and proportionately by ensuring adequate resources are available, obtaining competent advice, and risk assessments are carried out with employees being involved in health and safety decisions.	IT skills (Embrace Technology & Information). Knowledge of payroll systems.	✓ ✓	
Acting as sole authority on banking transactions for both FRS and RES and managing an employee budget in excess of £300k per year. Ensuring compliance with statutory, regulatory and governance requirements in terms of FRS/RES financial probity.	Knowledge of supplier payment systems. Budgetary skills.	✓ ✓	
Providing a banking management role that monitors and controls the flow of cash that comes in and out of both FRS and RES to meet their business and investment needs.	Organisational skills.	✓	
Researching and reporting on factors influencing business performance, including the analysis of competitors and market trends, and conducting reviews and evaluations for cost reduction opportunities.	Customer service skills (Focus on Customers). Problem solving skills (Deliver Results). Time management skills.	✓ ✓ ✓	
Providing, interrogating and interpreting financial information, e.g. budgets, monthly accrual projections; including the monitoring and analysis of cash flows and predicting future trends.	Experience in unit costing and the development of cost models. Analytical skills.	✓ ✓	
Liaising with customers and contractors on a range of financial issues, including recovering renewable energy income from the landfill gas collection systems, Anaerobic Digestion Plant, wind turbines and solar photovoltaic panels.	Knowledge, awareness and experience of all aspects of complying with legislation and regulations related to Landfill Tax and renewable energy subsidies. Experience in working to tight deadlines.	✓ ✓	
Developing financial management mechanisms such as reviewing standardised financial and administrative pro-forma, reports, manuals, processes and procedures that minimise financial risk, including liaising with both internal and external auditors to ensure the annual	Knowledge of the company's Scheme of Delegation, the company's and Council's Standing Orders, the operating agreement between FRS and the Council, Financial Regulations, guidance and approved codes of practice.	✓	

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
audit is undertaken. This also includes keeping abreast of changes in financial regulations and legislation.			
Leading financial focused audits of the FRS/RES operations, and reporting findings to the Chief Operating Officer. This will include implementing action plans to address any non-compliances or improvements to current practices.	Knowledge of auditing principles. Experience in leading audits.	✓ ✓	
Reporting on financial and administrative performance to the Chief Operating Officer, including the preparation of budgetary estimates, and income/expenditure profiles.	Knowledge and experience of developing and the reporting requirements of a commercial organisation in a regulated environment.	✓	
Using existing systems to record all aspects relating to employees and adapting to suit the needs of FRS and RES.	Organisational skills.	✓	
Contributing to the development of the FRS Business Plan and the achievement of the key priorities and milestones contained therein.	Experience of working with simultaneous and conflicting demands.	✓	
Assisting in all aspects of bid funding ensuring that the financial aspects are compliant and transparent to satisfy any audit requirements and/or conditions of approval.	Project management skills.		
Managing the data protection requirements of the company, and providing appropriate guidance to all teams, including information security and confidentiality. Ensuring compliance with Council policies and procedures in reply to FOI and EIR requests.	Experience in the development and maintenance of record systems in relation to sensitive information. Knowledge of Data Protection Acts, regulations and obligations relating to FOI and EIR requests.	✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional Tasks or Responsibilities - this is a generic role, however, this particular job may also require you to undertake the following:

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 <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:

- 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