

POLICY CO-ORDINATOR(Children & Family)				Purpose	
Reference No.	A4747	Type	Generic	<p>To lead and deliver activities and systems which drive and support improvement activity within the Education and Children's Services Directorate and council plan priorities, policy, and excellent service delivery management across Fife Council.</p> <p>To oversee corporate and national policy, projects and approaches, and ensure they are deployed effectively.</p> <p>To monitor and evaluate the impact of corporate and national policy approaches to ensure legislative/policy changes and improvements are realised on an ongoing basis, and to identify future improvements.</p>	
Service	Children and Family Social Work				
Job Family	Professional 3	Grade	FC9		

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
Taking a lead role in planning, implementing and reviewing policy activities for the Children and Family Social Work.	<p>Educated to SCQF level 9 which includes a Degree or equivalent</p> <p>Ability to think strategically with experience of translating strategy into deliverable plans (Deliver results – See 'How We Work Matters' Framework)</p> <p>Conflict handling skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

Role Profile

<p>Supporting the management, maintenance and improvement of service and partnership policy and standards.</p>	<p>Ability to develop and maintain effective relationships with Council services, partnerships and other relevant organisations</p>		✓
<p>Delivering excellent levels of advice, support and challenge to help the service and partners in implementing policy approaches.</p>	<p>Understanding of the political context and need for public accountability in a public sector organisation</p>	✓	
	<p>Experience of working with elected representatives</p>		✓
	<p>Understanding of the issues arising from working with non-executive stakeholders, or politicians</p>	✓	
	<p>Leadership skills</p>	✓	
	<p>Customer service skills (Focus on customers)</p>	✓	
	<p>Ability to provide a regular and effective service</p>	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

<p>Leading all aspects of project or service delivery in agreed areas, for example;</p> <ul style="list-style-type: none"> • Providing overall policy management for strategic improvement work as required. • Leading the development of high quality policy development with clear outcomes, resource requirements and project plans. • Providing policy advice, challenge and guidance to services, partners and councillors. • Monitoring the impact of improvements and systems robustly against agreed outcomes. • Ensuring performance and management information is analysed and used effectively to drive service improvement and efficiency. • Managing and communicating information effectively so that council services and partners are kept up to date with internal and external developments. 	<p>Experience of Policy development, implementation and evaluation</p> <p>Evidence of driving change in designated area (Take ownership)</p> <p>Experience of working with partners in both public and private sector (Work together)</p> <p>Programme and project management experience</p> <p>Presentation skills/confident delivery style</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p>
<p>Leading areas of service delivery in line with agreed standards and deadlines.</p>			
<p>Advising on budget management (including forecasting, authorising and monitoring spend on team and project budgets) and reporting on resource issues as appropriate.</p>	<p>Financial management skills</p> <p>IT Skills (Embrace technology and information)</p>	<p>✓</p> <p>✓</p>	

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Role Profile

Developing robust policy options.	Report writing skills	✓	
Managing and reducing operational risk.			
Preparing, and/or quality control reports produced by others, for senior managers, committees and other groups.	Analytical skills	✓	
	Problem solving skills	✓	
Leading internal and external meetings including project and team meetings.	Experience of managing a team	✓	
	Evidence of supporting staff development	✓	
Supporting the service and partners to improve policy processes to deliver services in the most efficient and effective ways to reduce inequalities.	Experience of contributing to change outside of immediate area of responsibility		✓
Prioritising activities with the service and, where required, external bodies in relation to proposed work areas and outcomes.	Understanding and experience of Health and Safety	✓	
Ensuring that packages of support are integrated with other relevant areas of work across the service.	Organisational skills	✓	
Working with colleagues in other areas of the Directorate and partnership as required to prioritise policy activity.	Comprehensive knowledge and awareness of relevant regulation, legislation and statutory requirements		✓

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Role Profile

Keeping up to date with agreed areas of knowledge/ practice and to share this expertise across the Council			
Identifying and supporting opportunities for joint working with partners	Experience of collaborative working	✓	
Contributing to the development of the Service.			
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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Preparing and reviewing committee reports for decisions relating to policy at both a local and national level			
Promoting corporate and partnership initiatives at an area level.			
Preparing and reviewing reports for decisions relating to budgets and audit requirements as well as providing regular monitoring reports.			

Developing partnership approaches to equalities and human rights and a focus on The Promise.			
Promoting and supporting the use of equality impact assessment and a focus on the new requirements of the UNCRC legislation and children’s rights.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.