

WORKFORCE DEVELOPMENT LEAD OFFICER			
Reference No.	A4905	Type	Individual
Service	Human Resources		
Job Family	Professional 3	Grade	FC9

Purpose
To provide consultancy support to services in relation to the identification, planning and delivery of solutions to meet their learning and organisational development needs.
Manage/Lead on projects and specific areas of learning and organisational development activity to drive change and deliver performance improvement.

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
Engaging and working with customers within the corporate/service structures to identify needs, desired outcomes, specifications and requirements.	<p>Educated to SCQF level 9 which includes a Degree or equivalent in a relevant subject/professional area</p> <p>Post Graduate qualification in associated subject</p> <p>Membership of a relevant professional institute/regulatory body</p>	✓	✓
Leading corporate and professional development projects from inception to completion. Ensuring the complex projects are delivered against desired strategic outcomes, professional standards, organisational cultural expectations and behaviours.	<p>Knowledge of consultancy, commissioning and needs analysis (Focus on customers - See 'How We Work Matters' Framework)</p> <p>Ability to provide a regular and effective service</p>	✓	
Identifying, planning, commissioning and delivering the most efficient and effective learning and development interventions using best value principles.	<p>Project management skills (Deliver results)</p> <p>Ability to manage competing priorities</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
	Analytical approach to problem solving and ability to determine creative and practical solutions (Take ownership)	✓	
Managing on a daily basis the deployment of learning and development resources, projects, team members and/or students. Ensuring work is completed to agreed standards and timescales in line with priorities, work-plans and customer expectations.	Knowledge and skills in commissioning and project/performance/outcome monitoring	✓	
Measuring performance through the regular monitoring of inputs, outputs and outcomes.	Experience to motivate colleagues and manage performance	✓	
Providing extensive professional knowledge, skills and expertise across a wide range of learning and organisational development contexts.	IT skills (Embrace technology and information)	✓	
Representing HR or Fife Council at meetings, cross-service/inter-agency and academic forums/boards/assessment panels/ working groups.	Ability to adapt to the situational context and use emotional intelligence appropriate to the situation Strong organisational, professional and business awareness	✓ ✓	
Using sectoral/organisational/professional awareness, knowledge and insight to contribute to the design of Fife Council strategies, policies and activities.	Experience of collaborative working, developing and maintaining effective working relationships (Work together)	✓	
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				
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.				
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:			
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results 			