



# Role Profile

Programme Manager: School Replacement Programme				Purpose			
Reference No.	A4927	Type	Individual	To deliver an effective, efficient and competent programme of activity in support of the Scottish Future Trust/ Fife Council Education and Children's Service agreed programmes for the delivery of new schools in Fife.			
Service	Property Services						
Job Family	Professional 4	Grade	FC10				
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
<p>Leading, managing and co-ordinating the delivery of the Fife school's investment programme which is jointly funded by Fife Council and Scottish Future Trust. The role is crucial for creating and maintaining strategic focus, ongoing alignment and momentum in programme delivery.</p> <p>End to end delivery of a strategic school replacement programme</p>				<p>Educated to SCQF level 9, which includes a Degree or equivalent</p> <p>Post Graduate qualification in Project management</p> <p>Ability to provide a regular and effective service</p>		<p>✓</p>	<p>✓</p>
<p>Managing the oversight process for the negotiation, deal-making and stakeholder management of the programme and to leverage the maximum external investment (including Developer Contributions) into Fife and investigate alternative financing and development models.</p>				<p>Experience of managing budgets with funding from multiple sources (Deliver Results – See How We Work Matters Framework)</p>		<p>✓</p>	

## Role Profile

<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>
Leading and ensuring delivery on budget, to time frames and to plan.			
Ensuring the successful implementation of the education investment programme for Fife Council, working with Scottish Futures Trust to identify, instigate, oversee and ensure reporting on contributing projects.	Experience of and the ability to engage effectively with senior stakeholders (Focus on customers)	✓	
Prioritising and identifying further opportunities for regional working through other Council similar programmes; the adoption of Fife Council and Scottish Future Trust standards and methodologies; and monitoring the impact and value of investments.	Ability to work outside normal working hours as required	✓	
Ensuring that the economic growth is shared by all areas and communities in Fife through the adoption of Inclusive Growth best practice in investment appraisal and delivery.			
Programme initiation, scoping, planning, delivery, testing and hand over to BAU  Building internal capability and capacity to enable the faster and more effective delivery of infrastructure.	Experience of and the ability to prioritise tasks effectively(Take ownership)	✓	
Hands on project management as required including co-ordinating and managing internal and external resources  Providing support and mentoring for project managers across the related projects.	Experience of managing staff across a number of disciplines	✓	
Programme reporting, issue resolution and interdependency management.	Report writing experience	✓	
Ensuring that all stakeholders adhere to the Education and Children Service's strategic management approach and timetables. Collates information and creates reports and insights to support Education and Children's Service's strategic management processes. Develops and communicates plans to drive forward the educational strategies. Contributes to the development of policies, standards and guidelines for Educational buildings.	Communication skills	✓	
	Presentation skills	✓	

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<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>
development and planning. Develops working relationships and work across Fife Council Services, both Education, Scottish Future Trust and the senior management teams.			
Leading the development of educational business cases, for high-level initiatives, for approval, funding and prioritisation. Ensures compliance between strategies, service delivery and educational directives, setting strategies, policies, standards and practices.	Experience of researching and understanding and manipulation of data.(Embrace technology and information)	✓	
Management of a matrixed programme team  Establishes governance and reporting structures for the Education Programmes; and during the transition into business as usual activity.	Experience of managing performance of staff (Work together)	✓	
Manages and reports on the overall Education investment programme, programme budgets and the delegation to project budgets; on behalf of the SRO, monitoring expenditure and costs against delivered and realised benefits as the Education programmes progresses.	Experience of presenting information through a variety of styles	✓	
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:

<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>

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> 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.	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• How we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>