

DEVELOPMENT OFFICER (DYW)

| | | | |
|---------------|-----------------------------------|-------|------------|
| Reference No. | I314.01 | Type | Individual |
| Service | Education and Children's Services | | |
| Job Family | Professional 2 | Grade | FC8 |

Purpose

To provide support to Fife's Developing Young Workforce (DYW) Regional Board working closely with the DYW Manager to promote the wider partnership goals and developing relationships with Fife's Business Community.

| 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>Supporting the DYW team and Fife's Regional DYW Board to develop relationships with businesses on behalf of Fife's Education Providers</p> <p>Overseeing the work of business engagement Co-ordinators in schools.</p> <p>Identifying and monitoring with partners, gaps or lack of capacity in local and authority wide employability provision and Liaising with the DYDW in Fife partners and other stakeholders over the level of support required</p> <p>Ensuring Fife's Regional DYW Board's key performance indicators are achieved and are fed back effectively to the national DYW Board.</p> <p>Developing and clarifying links within the DYW processes. Working in a partnership role with the Opportunities Fife Partnership who is responsible for delivering the skills and employability delivery plan for Fife.</p> | <p>Degree or equivalent in, Employability, Careers Guidance, Training, Education or related discipline (SCQF Level 9)</p> <p>Considerable experience working in an employability/business engagement role (Deliver results - See 'How We Work Matters' Framework)</p> <p>Experience of sourcing, work experience placements, volunteering opportunities or job vacancies</p> <p>Ability to provide an efficient and effective service</p> <p>Experience in working with multi-partner networks and track record of achieving results</p> <p>Knowledge of education and training systems</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p></p> <p></p> <p></p> <p></p> <p>✓</p> |

| 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>Assisting in the development of collaborative initiatives to improve access to employment and training opportunities for target groups of young people</p> <p>Assisting in the development of industry/education workforce modelling processes in line with the DYW Fife Programme.</p> <p>Working with employers to develop person specifications with businesses and sourcing potential candidates</p> <p>Working with partners including Fife College and Skills development Scotland to ensure that further education and training provision in Fife is fully aligned to local economy and employer needs</p> <p>Procuring and managing external consultancies as appropriate.</p> | <p>Knowledge and understanding of employability issues and services delivered</p> <p>Ability to work with minimum supervision (Take ownership)</p> <p>Current driving licence</p> | <p>✓</p> <p>✓</p> | <p>✓</p> |
| <p>Attending and participating at relevant related local and national networks, events and conferences.</p> <p>Representing the Board as required at relevant meetings and conferences.</p> <p>Conducting strategic engagement with businesses to promote the DYW initiative.</p> <p>Procuring and managing external consultancies as appropriate.</p> <p>Preparing papers, reports and briefing notes for the DYW Fife Chair and Board members attending committees and meetings as required.</p> <p>Supporting the ongoing development and updating of the Fife Youth Employment Action Plan with local partners, in particular Skills Development Scotland.</p> | <p>Communication skills</p> <p>Experience of tailoring complex ideas to target audiences (Focus on customers)</p> <p>Experience of prioritising, meeting deadlines and responding positively when under pressure</p> <p>Knowledge of the policies and processes relating to Opportunities For All, Curriculum for Excellence and Developing the Young Workforce</p> <p>Facilitating and negotiation skills</p> <p>Partnership working and networking skills (Work together)</p> <p>Project management and co-ordination skills</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 |
|---|---|----------|-------------------|
| <p>Developing, coordinating and contributing, as appropriate, to staff development/training opportunities related to Developing Young Workforce.</p> <p>Maintaining, and where necessary, developing any marketing and publicity materials related to the Developing Young Workforce programme.</p> | | | |
| <p>Overseeing the effective implementation of an online opportunity matching platform and provide support to school pupils, college students and Fife's businesses.</p> <p>Supporting, as required, the future development of advice and information about Fife youth employment opportunities.</p> <p>Supporting, as appropriate, work in relation to the National Data Hub, including liaison with Education Service and SDS at local and national level.</p> | <p>IT skills (Embrace technology and information)</p> <p>Knowledge of MIS Systems</p> <p>Knowledge of local and national frameworks in relation to developing the Young Workforce</p> | <p>✓</p> | <p>✓</p> <p>✓</p> |
| <p>Coordinating and supporting any evaluation mechanisms in relation to the DYW processes to ensure their future sustainability.</p> <p>Developing and monitoring strategies and action plans to ensure successful achievement of employability outcomes.</p> <p>Recording and delivering targets and objectives through robust programmes.</p> <p>Developing, introducing and monitoring appropriate performance indicators and benchmarking data against DYW in Fife Programme performance aligned to the DYW workforce in KPI's.</p> | <p>Experience of monitoring and quality assurance</p> | <p>✓</p> | |
| <p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p> | | | |

| 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 checked="" type="checkbox"/> | |

Additional Information – the following information is available:

The following information is included in appendices:

- 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