



# Role Profile

## LEARNING AND DEVELOPMENT OFFICER (Fife Violence against Woman)

Reference No.	I591.01	Type	Individual
Service	Education & Children's Services		
Job Family	Professional 2	Grade	FC8

### Purpose

The main focus of this post is to support the work of Fife Violence Against Women Partnership (involving statutory and third sectors), particularly with respect to the following outcomes:

- Service providers are more skilled to respond appropriately and consistently to violence against women and those affected
- Increased public understanding of violence against women and consequences for those affected
- Children and young people have a greater understanding of VAW within the context of healthy relationships
- Increased understanding of violence against women as a gender inequality issue

**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**

Planning, researching, designing and delivering training, learning programmes and eLearning packages to meet operational services skills development.

Educated to SCQF level 8 in a relevant field.  
Relevant experience of training in the field of public protection

✓

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	Knowledge of learning styles including eLearning and blended learning objects using PowerPoint, software packages and online media (Embrace technology and information - See 'How we Work Matters' Framework)  Experience of designing training using relevant legislation, policies, procedures, evidence and theories	✓	✓
Contributing to the Violence Against Women Partnership strategy and action plan with a particular focus on prevention	Knowledge of policy and legislation in relation to Violence Against Women and Children (Take ownership)	✓	
Ensuring consistency across multi-agency training in Fife, including co-ordination of single agency representation.	Experience of preparing information for dissemination and delivering high quality reports to a range of stakeholders  Time management skills and priority identification to deliver work to tight deadlines  Experience of delivering results through a matrix management arrangement	✓  ✓	✓
Ensuring all training reflects <i>Equally Safe</i> VAW&G strategy along with other national and local drivers and legislation.	Negotiating and influencing skills	✓	
Implementing and reviewing appropriate systems and methods for training needs analysis, including Best Value recommendations to stakeholders.	Experience of developing learning needs analysis	✓	
Working with all partners to embed robust training and learning opportunities that cover the range of behaviours defined as violence against women including domestic abuse, sexual violence, child sexual	Up-to-date Continuous Professional Development record and understanding of legislation and directives impacting on operational services	✓	

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abuse, commercial sexual exploitation, sexual harassment “honour based” violence.  Promoting appropriate levels of competency, keep accurate training records, dealing with employee enquiries and increase understanding of a range of violence against women issues.			
Representing Fife Violence Against Women Partnership at local and national meetings where required.	Experience of supporting and advising internal and external stakeholders  Experience of analysing complex information from a range of sources and make appropriate recommendations to working groups	✓	✓
Disseminating information widely to relevant organisations and the wider public using a range of media.	Knowledge and experience of the training cycle, learning styles and relevant competency frameworks  Community Engagement skills	✓  ✓	
Preparing and presenting reports for Fife Violence Against Women Partnership and other relevant multi-agency strategic groups.	Motivational and leadership skills  Experience of providing a regular and effective data management service to stakeholders (Working together)	✓  ✓	
Supporting and co-ordinating multi-agency initiatives.	Experience of negotiating with a range of providers to deliver on Fife Violence Against Women Partnership’s strategy (Deliver results)	✓	
Supporting the monitoring and evaluation of Fife Violence Against Women Partnership including “Equally Safe Quality Standards and Performance Framework	Experience of creating and maintaining effective internal and external networks (Focus on customers)	✓	

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Maintaining and reviewing effectiveness of systems to collect performance management data, ensuring relevant data is collected, analysed, disseminated as per governance arrangements.	Experience of participating and contributing to the work of working groups and project groups  Communication skills  Knowledge of key stakeholders within Fife Violence Against Women Partnership	✓  ✓	✓
Work with partners to promote an understanding of violence against women within the context of children and young people and healthy relationships	Knowledge of the Curriculum for Excellence  Knowledge and understanding of the impact of gender inequality and violence against women on children and young people  Experience of developing and delivering age appropriate learning for children and young people	✓  ✓  ✓	
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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**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 type="checkbox"/>
	Basic Disclosure <input checked="" 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