



Role Profile

Opportunities Fife Partnership Officer

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|---------------|----------------------------|-------|------------|
| Reference No. | 988TP313 | Type | Individual |
| Service | Business and Employability | | |
| Job Family | Para-Professional 4 | Grade | FC6 |

Purpose

To provide project support to Opportunities Fife Partnership with specific emphasis on performance management of Fife Employability Pathway programme

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Performance management and financial monitoring of European and other external funding in support of the Fife Employability Pathway programme providers.

Supporting the work of the Opportunities Fife Partnership through operation of the management information system and other project management software support tools.

Disseminating information and guidance to partners and key stakeholders through e-bulletins and website.

Project development and delivery and ensuring project files are set up and maintained.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E

D

Qualified to SCQF Level 7 which includes HNC or Advanced Highers or equivalent

✓

Experience within a similar role

✓

Experience of using management information systems such as FORT (Embrace Technology and Information - See 'How We Work Matters' Framework)

✓

Communication skills (Focus on Customers)

✓

Project management skills (Deliver Results)

✓

E = Essential Criteria D = Desirable Criteria

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|---|---|----------|----------|
| Assist with the compiling of performance reports for Scottish Government, Fife Partnership, Opportunities Fife Partnership and local projects | Experience of writing reports (Take Ownership) | | ✓ |
| Develop and maintain relationships to strengthen partnership, team and project working between stakeholders and within the project team | Experience of networking with a wide range of audiences (Work Together) | ✓ | |
| Assist the project manager(s) to control and monitor project budgets and costs to agreed tolerances | Project management skills (Deliver Results) | ✓ | |
| 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: | | | |
|--|---|----------|----------|
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| Job Title (Specialists Tasks) | | | |
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| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required |
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| 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:

- 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.