

COMMUNITY PLANNING MANAGER

Reference No.	I034.01	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Service Manager 2	Grade	FC12

Purpose

To lead and manage Community Planning and Policy within Fife. The scope of the role covers specialist policy support to the Council and Fife Partnership including e.g. NHS Fife, Police Scotland, Scottish Fire and Rescue Service, Scottish Enterprise, Voluntary Sector, Fife College, SDS and Scottish Government.

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>Responsibility for leading the Community Planning and Policy function. The scope of this is Community Planning & Local Community Planning; Area Policy Support; Community Safety Partnership; Equalities; Anti Poverty; Alcohol and Drug Partnership support; Area and Community Resources; Community Justice (policy support); Policy Development and Support; voluntary sector policy and funding; European funding; external funding; and Health Inequalities. This will include making sure that vision, policy, strategies and priorities are set, delivered, monitored/evaluated and that service levels and customer satisfaction are continually improved. In particular the postholder will be responsible for ensuring compliance with Community Planning guidance and provision of a Fife Community Plan and supporting local community planning.</p>	<p>Proven strategic thinking with experience of translating strategy into deliverable plans (Deliver results – See ‘How We Work Matters’ Framework)</p> <p>Ability to manage conflicting demands</p> <p>Organisational skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

Role Profile

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Contributing to the achievement of the key priorities and milestones set out in the Council Plan, Service Improvement Plan and Local Community Plans, as well as other relevant national and local strategies. Delivering performance outcomes that meet Directorate, Service and Local Community Plan targets and the delivery of the Five Community Plan.	Educated to SCQF level 9 which includes a Degree or equivalent or equivalent experience High level of political awareness and requirements for public accountability in a public sector organisation	✓ ✓	
Providing consistent, high quality and customer focussed services to the Council, its customers and its partners.	Customer service skills (Focus on customers) Ability to develop and maintain effective relationships	✓ ✓	
Leading a co-ordinated business-focussed approach to the provision of Community Planning and Policy Support services across council and community planning partner services while delivering and maximising the efficient and effective use of physical, financial and staff resources available. Providing support for the delivery of local community plans.	Leadership skills Ability to provide a regular and effective service	✓ ✓	
Providing professional leadership and support to the teams, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge and sharing within and across teams.	Proven staff management of significant team size Evidence of supporting staff development	✓ ✓	✓
Managing and analysing information and performance levels for Community Planning and Policy: in relation to team performance and the performance of Services across the Council, Community Planning Partners, developing and implementing solutions for continuous improvement.	Analytical skills Evidence of driving change in designated area (Take ownership) Initiating and managing continuous improvement	✓ ✓ ✓	

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Building strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and wider community. Developing and implementing opportunities to work more effectively with partners. This includes the maintenance of strong partnership models with other council services as well as partners to deliver the five Community Plan.	Track record of collaborative working Experience of working with partners in both public and private sector (Work together)	✓ ✓	
Identifying, monitoring and achieving relevant quality standards, representing the Council, Directorate or Service at agreed internal/external meetings, producing reports and delivering presentations. Ensuring that adequate provision is in place to meet Audit or inspection requirements for Community Planning and Voluntary Sector Support activity and working closely with other council services and partners.	Report writing skills Presentation skills / confident delivery style	✓ ✓	
Contributing to and representing the Council on relevant national public and private sector bodies which develop and share policy, national standards and best practice. (e.g. COSLA, Improvement Service and Scottish Government, professional bodies).	Experience of actively working in the national arena, and sharing best practice with other Councils and organisations	✓	
Working with elected members on a regular basis, to respond to queries, support policy development, and improve the customer experience or reputation of the Council. This includes acting as lead officer for the Safer Communities Committee and ensuring support to local engagement with councillors in their wards.	Experience of working with elected representatives Understanding of the issues arising from working with non-executive stakeholders, or politicians	✓ ✓	
Ensuring strong relationships within team, offering guidance, support and direction on service delivery and professional issues.	Ability to motivate others to perform to the highest standards Evidence of supporting staff development	✓	✓

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Ensuring compliance with statutory, legal, regulatory, professional body, social requirements, governance requirements and Community Planning Guidance. Reporting to strategic and other relevant Committees.	Ability to analyse problems and determine creative and practical solutions Ability to demonstrate project work delivering efficiencies or savings Comprehensive knowledge and awareness of relevant regulation, legislation and statutory requirements	✓ ✓ ✓	
Managing change with Service Managers, employees and external partners in relation to implementing community planning and partnership delivery. Report on a regular basis to different strategic/management groups as necessary.	Strategic planning and positively facilitating organisational change	✓	
Contributing to the wider development of the Service and Directorate as a member of the Service Management Team, and extended Directorate Management Team.	Track record of contributing to change outside of immediate area of responsibility	✓	
Managing the Health and Safety of staff.	Understanding and experience of Health and Safety		✓
Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance at all times with the Council's financial regulations for budgets within the Community Planning teams.	Financial management skills IT Skills (Embrace technology and information)	✓ ✓	
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 checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> 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:
<ul style="list-style-type: none"> Take Ownership Focus on Customers Work Together Embrace Technology & Information Deliver Results