



Role Profile

Compliance Officer			
Reference No:	A4777		
Service:	Education		
Job Family:	Education Specialist Support	Grade:	FC7

Purpose	
<p>To assist the Team Manager (Directorate Operations Team) in ensuring the effective organisation and continuous delivery of a professional high-quality service delivery to educational establishments.</p> <p>To work collaboratively across a range of disciplines including: Transportation, Business Continuity and Emergency Resilience, Risk Management, People, Property, Finance, and Contracts.</p> <p>Key role in developing and monitoring the Directorate's approach to compliance with regulations and procedures overall, as well as in identified areas of responsibility.</p>	

Task or Responsibility	Person Specification: Skills, Knowledge, Qualifications or Experience	E	D
- For this role, there is an expectation that all, or a combination, of the following will be undertaken:	- Criteria can apply to more than one task or responsibility		

Take a lead supporting role in the operational management of contracts and service level agreements across a range of educational establishment services.	Ability to provide an efficient and effective service.	✓	
<p>Management of Education Service contracts and Service Level Agreements.</p> <p>Taking the lead for the directorate to liaise with internal and external providers to ensure the delivery of contractual obligations, which includes:</p> <ul style="list-style-type: none"> • collation of data for evaluation • analysis of budgets and spends • management for schedules of work • being the lead contact for all enquiries • management of the contract information 	<p>Communicate openly and effectively.</p> <p>Initiate and manage continuous improvements to ensure contractual obligations are met.</p> <p>Analyse problems and determine creative and practical solutions.</p> <p>Initiate and manage continuous improvement.</p> <p>Look for creative solutions and implement timeously.</p> <p>Educated to SCQF Level 7, which includes HNC or Advanced Highers or equivalent</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Establishing and maintaining appropriate links with internal stakeholders including:</p> <ul style="list-style-type: none"> • Transportation • Risk Management • Corporate Health & Safety • Grounds Maintenance Service • School Estate • Audit Services - monitor action plan progress • Legal 	<p>Communication Skills</p> <p>Partnership working</p> <p>Excellent team working, negotiation and communication skills.</p> <p>Excellent planning and organisation of work.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

<ul style="list-style-type: none"> • Property Services • Procurement • Police Scotland 	<p>Solution focused to guarantee the services of the Directorate are delivered.</p> <p>Have good working relationships with colleagues</p>	<p>✓</p> <p>✓</p>	
<p>Business Continuity and Emergency Response</p> <ul style="list-style-type: none"> • Develop, implement and review management of School Resilience Plans • School Closures • Emergency Planning • Provide advice and support 	<p>Provide a consistent quality of work, make changes and improvement and meet deadlines.</p> <p>Think and act strategically when representing the Directorate.</p> <p>Project Management skills and capabilities.</p> <p>Ability to plan and organise workload.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Co-ordination of the Directorates approach to the Policies and Guidance framework</p>	<p>Awareness of relevant legislation and best practice. Excellent planning and organisation of work.</p>	<p>✓</p>	
<p>Management of Travel Escorts</p>	<p>Line management experience.</p> <p>Be able to deal with poor performance.</p> <p>Give individuals ownership and responsibility for results.</p> <p>Attendance management experience</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Operational</p> <ul style="list-style-type: none"> • Transport of Pupils • Risk Assessments for ASN pupils • Walking Routes to schools 	<p>Quick thinking and the ability to work under pressure.</p> <p>Analyse problems and determine creative and practical solutions.</p>	<p>✓</p> <p>✓</p>	

<ul style="list-style-type: none"> • Parent Transportation Contracts • Establishment Safety & Security response • CCTV - database, enquiries, quotes • Infection control • Title deeds enquiries • Complaint investigations • Property - compliance, consent forms, responding to building failures and business continuity throughout the school day • Unwanted Fire Alarms Signals/Fire Notifications 	<p>Work on own initiative and as directed by Service Management.</p> <p>Excellent team player with a great worth ethic.</p> <p>Use IT systems effectively to perform improvement in my area of work.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Risk Management</p> <ul style="list-style-type: none"> • Audit and Monitor Risk Management compliance across the Directorate, identifying areas for improvement • Support and advice schools to achieve compliance relating to risk management • Attendance at the Operational Risk Management Group 	<p>Manage change positively.</p> <p>Awareness of relevant legislation and best practice.</p> <p>Communicate openly and effectively.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Attendance at Directorate, Council or external meetings as required</p>	<p>Provide a consistent quality of work, make changes and improvement and meet deadlines.</p> <p>Think and act strategically when representing the Directorate</p>	<p>✓</p> <p>✓</p>	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

Additional tasks or responsibilities - this is a generic role, however this particular job may also require you to undertake the following:			
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

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
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:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<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>