



Role Profile

Digital Skills & Learning Adviser

Reference No.	A4889	Type	Individual
Service	Human Resources		
Job Family	Professional 2	Grade	FC8

Purpose

To develop and deliver training, learning, and support that drives digital skills and digital learning priorities across the Council.

To be responsible for collaborative project work and the provision of consultancy support that drives Corporate and Directorate requirements relating to digital skills, learning, digital transformation, and performance improvement through organisational development.

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

Contribute to the development and implementation of the digital skills, digital capabilities, learning strategies and frameworks for Fife Council.

Lead and contribute to transformational training and development programmes and activities across the organisation to improve both individual services and wider organisational effectiveness through digital skills and learning.

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

E **D**

Educated to SCQF Level 8 which includes an HND or SVQ Level 4 or equivalent

✓

Ideally this education level should include either a relevant accredited qualification in an IT-related subject or a qualification in training and development

✓

Ability to organise work, ensuring quality control and delivery to deadlines

✓

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<p>Provide business-focused consultancy to assist the Council to implement Digital Strategy, particularly around digital skills and learning.</p> <p>Develop, implement, and deliver strategic change initiatives, taking responsibility for assigned and/or agreed work areas.</p> <p>Contribute and lead where appropriate to plans that support delivery of priorities.</p> <p>Identify digital training needs and lead on the development of training needs analyses that can be used to inform programmes of work and digital transformation.</p> <p>Project manage digital training and learning projects and programmes by adopting a systemic and timely approach to preparing/completing project documentation from business case through risk management to post implementation evaluation.</p>	<p>Knowledge of project management</p> <p>Ability to work autonomously</p>	<p>✓</p> <p>✓</p>	<p>✓</p>	
<p>Develop and deliver on work areas of digital skills development, training and Learning across the Council.</p> <p>Take a lead role in digital upskilling initiatives and activities, either as sole facilitator or in partnership, facilitating support in accordance with identified needs.</p>	<p>Post-qualification experience in a learning and development role.</p> <p>Strong digital skills, knowledge and mindset</p>	<p>✓</p> <p>✓</p>		

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<p>Responsible for the training offerings provided by the Digital Skills and Learning team, including programmes, courses, webinars, bitesize/micro learning and other creative learning solutions from initial development and design to delivery and evaluation, including redesign as necessary.</p> <p>Plan, research, design and deliver training, learning programmes and eLearning/blended learning packages, using current learning delivery platforms and tools appropriate to the operational context to meet operational services digital skills, and learning development goals.</p> <ul style="list-style-type: none"> • Gain understanding of new/and changing digital systems • Conduct training needs analysis for existing and future system users • Create training approach/strategies for new and commonly used systems • Assist in developing new training activities with agencies and bodies seen as partner organisations, where required • Deliver accessible and inclusive training packages in a variety of modes (face-to-face, blended, remote) using appropriate digital learning solutions and platforms to learner groups of varied skills and abilities • Ensure trainers have the knowledge and resources to deliver developed training • Evaluate quality and relevance of training and its impact • Ensure conducive learning environment for purpose of training 	<p>Experience of design and delivery of digital skills training and learning</p> <p>Ability to effectively utilise current learning delivery platforms and tools to design and deliver training</p> <p>Ability to translate technical and specialist information to convey to a range of audiences, both verbally and in writing</p> <p>Ability to reconcile conflicting viewpoints and demands</p> <p>Ability to interpret and present complex information derived from a range of sources clearly and succinctly</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

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<ul style="list-style-type: none"> • Work collaboratively within Workforce Strategy and Organisational development teams <p>Manage the curation, production, development, and delivery of training and training materials including user guides, instructional manuals, eLearning/blended learning/face-to-face courses using a variety of media.</p> <p>Nurture, support and coach Digital Champions across Services and Directorates to provide peer support where appropriate.</p> <p>Work collaboratively with key stakeholders to ensure successful delivery of programmes and projects.</p>				
<p>Undertake research, present reports, undertake analysis, provide guidance and consultation linked to digital training needs and learning development.</p> <p>Create and provide regular performance reports linking inputs, outputs and outcomes. Produce and share performance information.</p> <p>Recommend resources, tools and strategies that support and lead to organisational success and goal achievement.</p> <p>Develop and implement solutions for continuous improvement.</p> <p>Support implementation of effective systems and processes for the team to improve links to the wider organisation.</p>	<p>Analytical skills</p> <p>Ability to research and interpret information and data, identifying options and best practice</p> <p>Ability to develop evaluations, monitor performance, and review information to make improvements</p> <p>Ability to produce performance reports, analyse trends and identify, recommend and implement improvement measures</p>	<p>✓</p> <p>✓</p>	<p></p> <p>✓</p> <p>✓</p>	

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Facilitate the sourcing and evaluating suitable training and development activity, ensuring it meets the Council's needs e.g. cost, quality, availability and relevance	Ability to provide advice to colleagues and other services on IT skills training elements with business process redesign and introduction of new IT systems	✓	
Serving as a subject expert provide expert advice, support and direction to colleagues, Service Managers, Senior Managers and partners Attend, participate, and lead, where appropriate, in a range of internal/external fora including: working groups, workforce planning forums, projects, programmes, and business meetings. to Ensure service delivery objectives, technical requirements, and co-dependencies are clearly represented and understood.	Ability to engage staff at senior levels	✓	
	Ability to provide a regular and effective service	✓	
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)			

E = Essential Criteria D = Desirable Criteria

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.

No PVG Scheme Membership or Disclosure Check required for this role

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.

- Develop my digital skills and make the best use of technology
- Encourage people-coach and mentor others
- Optimistic about our plans and priorities
- Visible and accessible; responsive to people's needs
- A source of information and guidance
- Kind and aware of the impact that I can have on others
- Adaptive to change
- Contribute to our team, service, and organisational plans