



Role Profile

Job Title: Project Officer

Reference No:	A5682		
Service:	Com CJ Unpaid Work Criminal Justice Service		
Job Family:	Professional 2	Grade:	FC7

Purpose

The Community Payback by Offenders Scheme is part of Fife Council Justice Services. The Scheme provides the Courts with a community-based disposal of unpaid work for offenders as a direct alternative to custody.

The post is to provide management for Community Payback Unpaid Work, providing a high quality of individual and group placements throughout Fife. Working to create a collaborative approach across the Justice Service and deliver quality outcomes for the service users as well as recipients of the work we undertake.

This post has management responsibility to co-ordinate and develop Unpaid Work in the community.

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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
Formulating goals and aims for managing and delivering Community Payback Unpaid Work in Fife, determining priorities and establishing quality standards to be achieved.	Ability to provide a regular and effective service	✓	
Representing Community Payback on relevant groups, sub-groups and partnerships. Any such groups will have a strategic focus in relation to coordinated approaches to meet the needs of participants and their families	Educated to SCQF Level 8 which includes HND or SVQ4 standard or equivalent in a relevant area relating to this post	✓	
Representation of the Service at local meetings,	Strong working knowledge of Health and Safety. A recognised qualification i.e. IOSH, NEBOSH would be desirable		✓
Providing advice and guidance and supervision to Supervisors in relation to the successful delivery of Community Payback.	Experience of working in Justice Social Work generally and Community Payback in particular, with experience in a management role	✓	
Ensuring policies and procedures to meet health and safety standards are in place and periodically review and update these to take account of changes in legislation and good practice.	Ability to communicate the strategic service delivery.	✓	
Monitoring the performance of the team and its individual members, to ensure that the highest quality of service is being provided to service users within the Council's standards and frameworks.	Knowledge of national and local policy and how they relate to service provision		✓
Providing leadership and support, assisting with staff recruitment; induction; attendance management, address performance and conduct to deliver effective and customer focused services in line with policies and procedures Monitoring training, to ensure that needs are met within the context of the job remit of the member of staff and the needs of the service.	Experience of staff management	✓	

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Conducting audits, and other checks and regular evaluation of the working practices in place to support the delivery and development of Community Payback in Fife.				

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)				

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
- Skills Framework (if applicable) How we work matters	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.

Version: 1.4

Issue date: October 2023

E = Essential Criteria D = Desirable Criteria