



Role Profile

Link Officer			
Reference No.	I546.01	Type	Individual
Service	Asset, Transportation and Environment		
Job Family	Professional	Grade	FC9

Purpose
To act as the link and key contact between Fife Council and the Council's ALEO, Fife Resource Solutions LLP (FRS). To commission and support significant projects and programmes delivered by FRS.

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
Acting as the key contact between Fife Council and the Council's ALEO, ensuring that the governance responsibilities under the Council's ALEO Governance Framework are adhered to.	Educated to SCQF level 9, which includes a Degree or equivalent	✓	
Contributing to the annual review of the ALEO Governance Framework and Maturity Model	Evidence of partnership working at strategic level	✓	
Promoting the on-going development of partnership working with the ALEO	Experience of work planning, management systems or business planning (Deliver Results – See 'How We Work Matters' Framework)	✓	
Appraising Council senior managers of ALEO performance and informing senior managers of any non-compliance relating to the ALEO/Council governance responsibilities.			

E = Essential Criteria D = Desirable Criteria

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Acting as first point of contact on any issues relating to the ALEO, including issues relating to non-compliance of governance arrangements.	Customer service skills (Focus on customers)	✓	
Ensuring compliance of Service Level Agreements (SLA) between the Council and ALEO, including interpreting service standards against the SLA and monitoring performance. Ensuring service standards are adhered to and report/recommend corrective action when issues arise to Fife Council Senior Managers on a regular basis.	Evidence of analysing and managing complex situations/problems Experience of performance management	✓ ✓	
Preparing Committee reports in line with Fife Council Regulations and agreed policy. Attending Committee meetings as appropriate e.g. Scrutiny Committee.	Presentation skills	✓	
Attending quarterly meetings with the ALEO Board to review performance. Ensuring reports and minutes are disseminated to appropriate stakeholders, within and out-with Fife Council.	Evidence of leading and managing complex projects which has delivered required outcomes, including efficiencies or savings	✓	
Developing and maintaining positive working relationships with ALEO senior officers/Board members, working together to resolve any issues that may arise e.g. overcome dispute.	Experience of dealing with the business impact of change	✓	
Ensuring adequate policies, management and operational practices are in place to minimise risk to the Council e.g. compliance with legal or statutory requirements, including following good financial practice.	Experience of a project management toolset	✓	
Developing systems and processes to monitor and review both ALEO performance and Fife Council performance information managed by ALEO (e.g. Carbon Footprint, CRC, Recycling figures).	IT Skills (Embrace technology and information) Report writing skills	✓ ✓	
Collating and producing regular performance reports as per Fife Council requirements.	Evidence of leading and managing complex projects which has delivered required outcomes, including efficiencies or savings (Take ownership)	✓	
Commissioning significant projects and programmes, taking responsibility for defining and governance arrangements and ensuring	Organisation skills	✓	

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projects follow Fife Council project management standards and procedures.			
Providing advice, guidance and support to achieve optimum outcomes within agreed targets and authorised budgets and deadlines, ensuring the timeous availability of financial information and application of appropriate audit, control measures.			
Assessing resourcing requirements to meet the project(s) delivery plan, complying with HR policies.	Ability to communicate effectively at all levels, both verbally and in writing	✓	
Managing communications with, and expectations of all project stakeholders. Preparing reports and delivering presentations to project control boards, project assurance teams and quality review meeting participants as required.	Ability to build and manage good working relationships at all levels (Work together)	✓	
Building and ensuring strong relationships and partnership working between Fife Council, ALEO and other stakeholders to ensure work is integrated with and supports other relevant work in the council e.g. links with strategic aims.	Strong influencing and negotiation skills	✓	
Ensuring there is a business perspective on how new technical capabilities will be delivered to the business, including planning around key business cycles. Liaising with appropriate stakeholders to develop and implement opportunities to work more effectively i.e. to ensure transformational change is delivered.			
Liaising with and responding to strategic advice from ALEO in relation climate change and zero waste policy and legislative developments.			
Providing liaison between ALEO and strategic partnerships and national networks (e.g. Community Planning Partnership, Portfolio Boards etc.)			
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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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 type="checkbox"/>	None <input checked="" 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