

<b>TEAM MANAGER</b>				<b>Purpose</b>			
Reference No.	G269.02(6)	Type	Generic	<p>To fulfil a general management role across a number of functions within the Council's Community Provision Service.</p> <p>To manage a service team ensuring resources are targeted effectively at improving local quality of life and wellbeing.</p> <p>To work collaboratively with communities and partners in delivering outcomes to address local needs.</p>			
Service	Communities and Neighbourhoods						
Job Family	Team Manager 2	Grade	FC9				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
<p>Managing the development and delivery of services and undertaking area and/or functional responsibilities in the following areas:</p> <ul style="list-style-type: none"> <li>• Community Development</li> <li>• Community Use</li> <li>• Community Projects</li> <li>• Active Communities</li> <li>• Access &amp; Biodiversity</li> <li>• Service Development &amp; Strategy</li> </ul>				Educated to SCQF level 9, which includes a Degree or equivalent	✓		
				Experience of translating strategy into deliverable plans (Deliver results – See 'How We Work Matters' Framework)	✓		
				Experience of managing conflicting demands	✓		
				Organisational skills	✓		

## Role Profile

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Leading and managing a team with responsibility for the operational management, maintenance and improvement of a functional area within the service. Managing and reducing operational risk.	Experience of developing and maintaining effective relationships with Council services, partnerships and other relevant organisations  Leadership skills	✓  ✓	
Contributing to the development of service and Fife wide policy, strategy and procedures, ensuring they are implemented effectively and consistently and in accordance with appropriate policies and guidance.	Knowledge of the political context and need for public accountability in a public sector organisation and dealing with issues that arise.  Experience of working with partners in both public and private sector (Work together)	✓  ✓	✓
Leading on the development and implementation of robust strategy, policy and procedures in relevant function and policy areas.	Analytical skills  Experience of policy development, implementation and evaluation  Experience of driving change in designated area (Take ownership)  Experience of collaborative working	✓  ✓  ✓	✓
Leading areas of service delivery with excellent customer service and in line with agreed standards and deadlines.	Customer service skills (Focus on Customers)	✓	
Implementing effective means of communication and problem solving, ensuring communities are involved in developing and informing service	Report writing skills	✓	

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delivery, policy and practice. Contributing to and responding to media enquiries.	Presentation skills	✓	
Achieving Best Value in the Management of budgets (including forecasting, authorising and monitoring spend on team and project budgets, also accessing funding) and reporting on resource issues as appropriate.	Financial management skills	✓	
	IT Skills (Embrace technology and information)	✓	
Preparing, and/or checking quality control reports produced by others, for senior managers, committees and other groups.	Analysing problems and determining creative and practical solutions	✓	
Carrying out a team management role as agreed, including professional leadership, personal and team development, coaching, training and assessment of work, managing performance for a designated team of officers and reporting on and taking remedial action where performance does not meet agreed targets.	Experience of managing a team and motivating others	✓	
	Experience of supporting staff development	✓	
Leading or contributing to relevant programmes and projects in the development of the service and partnership working.	Experience of contributing to change outside of immediate area of responsibility	✓	✓
	Experience of Programme and project management		
Responsible for the Health and Safety for a function within the service.	Experience and understanding of Health and Safety	✓	
Ensuring that packages of support for joint working are integrated with other relevant areas of work across the Council, Community Planning Partnership and communities.			
Working closely and collaborating with colleagues in other Directorates and Community Planning Partners to prioritise activity.	Knowledge and awareness of relevant regulation, legislation and statutory requirements		✓
Acting, as required, as Local Authority Liaison Officer working with Emergency Planning and Resilience.			

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Acting as link officer to third sector and other third party organisations as required, following agreed protocols and contract/SLA management arrangements.			
Preparing reports and presenting at committees of the council and other bodies as required including the provision of professional and specialist advice.			
Representing the Council on agreed internal and external groups or national bodies.			
Deputising for the manager as agreed from time to time.			
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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### **TEAM MANAGER (Community Development)**

<ul style="list-style-type: none"> <li>• Managing a team incorporating Community learning and Development, area and local community planning support.</li> <li>• Supporting and developing Local Community Planning at area level.</li> <li>• Managing and delivering community learning and development in an area including adult education, youth work and community capacity building.</li> <li>• Actively promoting and implementing the Area Operating Framework.</li> </ul>	Community Learning and Development degree or equivalent qualification		✓
	Membership of Community Learning and Development Standards Council		✓

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<ul style="list-style-type: none"> <li>• Developing effective working relationships with Services, community partners and other agencies.</li> <li>• Initiating, developing and monitoring local and Area programmes and projects.</li> <li>• Preparing and reviewing committee reports for decisions relating to devolved budgets and providing regular monitoring reports.</li> <li>• Maximising the use of devolved budgets to support these activities.</li> <li>• Promoting corporate and partnership initiatives at an area level.</li> <li>• Coordinating community development with partners across an area.</li> </ul>			
<h3><b>TEAM MANAGER (Community Use)</b></h3>			
<ul style="list-style-type: none"> <li>• Providing effective management of community use schools, community assets, facilities and community provision of facilities and programmes within a specified geographic area.</li> <li>• Working collaboratively with council services, local community planning partners and communities in the development, implementation and monitoring of local community planning priorities.</li> <li>• Contributing to the achievement of key wellbeing outcomes set out in local community plans and the council's and community planning priorities.</li> <li>• Working collaboratively to deliver a coordinated range of opportunities from across partners for individuals and families to improve education, knowledge, health and wellbeing.</li> </ul>			

<ul style="list-style-type: none"> <li>Brokering community provision across providers within an area.</li> </ul>	
<b>TEAM MANAGER (Community Projects)</b>	
<ul style="list-style-type: none"> <li>Providing strategic, developmental and operational support for community projects (including Parks Development).</li> <li>Taking the lead role as the client management and authorised officer for Fife Cultural Trust, Fife Sports and Leisure Trust, Fife Golf Trust and Fife Coast and Countryside Trust.</li> <li>Liaising at a strategic level with other Fife Council services and external partners on the design and management of service level agreements/management contracts in relation to services provided by Trusts on behalf of Fife Council.</li> <li>Developing, implementing and reviewing the monitoring and reporting arrangements for existing contracts with Trusts, and any new contracts with new or evolving Trusts.</li> <li>Ensuring that the terms of contracts are being adhered to and recommending appropriate revisions for the renewal of contracts.</li> <li>Interpreting and agreeing contract terms and service standards with the Trusts, monitoring performance and taking action when issues arise.</li> <li>Monitoring and evaluating projects and programmes which plan for the management of facilities currently leased/licensed under management/service level agreements.</li> <li>Working with key partners, including Trusts and other external agencies, on the design, refurbishment, modernisation and construction of facilities.</li> <li>Leading on specific aspects of, and supporting and advising officers on, major capital projects across the Council. This will</li> </ul>	

## Role Profile

<p>include the management of capital projects on behalf of the Council and working with communities to develop community provision.</p> <ul style="list-style-type: none"> <li>• Monitoring the management fees and capital programme budgets for Trusts.</li> <li>• Ensuring effective oversight and management of investment streams and maintenance schedules for community projects.</li> <li>• Providing programme management for community projects across the service, including local community planning priority projects.</li> <li>• Accessing external investment funding for the delivery of major capital projects, including community projects, and ensuring the achievement of Best Value in project delivery.</li> </ul>			
<p><b>TEAM MANAGER (Active Communities)</b></p>			
<ul style="list-style-type: none"> <li>• Leading and managing a corporate team with responsibility for policy and project development to increase and enhance physical activity and sports development.</li> <li>• Ensuring that service levels and customer satisfaction are continually improved and work plans are delivered to agreed priorities</li> <li>• Contributing to the achievement of key council plan and community plan priorities in relation to physical activity and sports development, and wider health outcomes.</li> <li>• Leading on the development and review of policies and strategies, including the Sport Strategy, Physical Activity and Health Strategy and Sports Facilities Strategy, for physical activity and sport, and contributing to the wider development of community planning, and service and Directorate plans.</li> </ul>			

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<ul style="list-style-type: none"> <li>• Leading on the development of collaborative partnerships to ensure that work to promote physical activity and sport is integrated with, and supports, other relevant work in council, Fife partnership and wider community. Collaborating on improving health for individuals, families and communities and targeting those at most risk and disadvantage.</li> <li>• Working with communities on developing provision to improve health and wellbeing and participation in physical activity and sports.</li> <li>• Managing a programme of physical activity and sports development, including football development, cycling development, walking, and rugby development.</li> <li>• Providing strategic support and coordination for Community Use across Fife in delivering outcomes of improving health and wellbeing and increasing participation in physical activity and sport.</li> <li>• Acting as the strategic link for Active Schools in Fife.</li> </ul> <p>Linking and negotiating with national public and private sector organisations, including sports governing bodies, to ensure that Fife shares and benefits from best practice elsewhere</p>			
<p><b>TEAM MANAGER (Access and Biodiversity)</b></p>			
<ul style="list-style-type: none"> <li>• Ensuring that Fife Council's statutory duties in relation to the Land Reform (Scotland) Act 2003 and the Countryside (Scotland) Act 1967 are met, in relation to outdoor access, and rights of way and to promote the development and implementation of initiatives within the Council that are intended to ensure achievement of its objectives arising from its duties under the Nature Conservation (Scotland) Act 2004 and its commitment to furthering the goals of the UN Strategic Plan for</li> </ul>			



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<p>Biodiversity 2011-2020 (Housing &amp; Communities Committee 17th May 2011/ Fife Council 30th June 2011.</p> <ul style="list-style-type: none"> <li>• Producing and delivering a core paths plan for Fife, and managing the core paths network as appropriate.</li> <li>• Managing the effective organisation and delivery of the Council's environmental agenda and to contribute to the management of a multi-disciplinary team, providing support, advice and information on work relating to Outdoor Access and the Fife Core Path Network and rights of way Fife wide, respond to and resolve access rights issues.</li> <li>• Acting as key link officer for Fife Access Forum and Fife Access Steering Group.</li> <li>• Coordinating the delivery of the Local Biodiversity Action Plan, Greenspace Action Plans and Allotments Strategy.</li> </ul>			
<b>TEAM MANAGER (Service Development &amp; Strategy)</b>			
<ul style="list-style-type: none"> <li>• Developing services, assessing performance and delivering workforce and professional development and standards.</li> <li>• Developing the marketing of community provision and supporting community engagement.</li> <li>• Maintaining and delivering Child &amp; Vulnerable People Policy</li> <li>• Providing strategic support and coordination for community learning and development and local community planning including literacy &amp; numeracy services.</li> <li>• Developing and supporting strategies and projects.</li> <li>• Managing provision of agreed services across Fife.</li> <li>• Leading on quality assurance and inspection.</li> </ul>			

## 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:

- 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:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results