



Role Profile

ADP Policy Officer

Reference No.	A4684	Type	Individual
Service	Health & Social Care Partnership		
Job Family	Professional 2	Grade	FC8

Purpose

The post holder will support the development and review of the substance use strategy and implementation of alcohol and drug policies and action plans. In addition, they will support strategy implementation through service planning and delivery in Fife and policy support to Fife Alcohol and Drug Coordinator, Partnership and Chair.

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

Managing and communicating information and policy effectively so that service users/people with lived and living experience are kept up to date with internal and external developments.

Identifying and managing a range of policy and activities within areas of service delivery in line with agreed standards and deadlines. Maintaining and updating work, project and programme plans.

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

E **D**

Educated to SCQF level which includes a Degree or equivalent.

Interpersonal skills

✓

Relevant policy experience.

Significant experience of working in a policy or organisational improvement/change management capacity within business change management disciplines.

Ability to balance effective work programming, meeting deadlines and monitoring with flexibility in reacting to urgent work and changing priorities.

✓

✓

✓

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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
	Ability to balance effective work programming, meeting deadlines and monitoring with flexibility in reacting to urgent work and changing priorities.	✓	
Managing policy evaluation activities. Identifying and managing policy improvement activities.	Experience of working within a project and/or programme environment. Conflict handling skills. A flexible approach and the ability to embrace change.	✓ ✓ ✓	
Collecting, analysing and interpreting research, performance, management, risk and other information.	Experience of information analysis and solution development. Report writing skills Practical experience and ability to collect, analyse and interpret a range of data, including performance and management data	✓ ✓ ✓	
Delivering policy and analytical products, identifying methods of approach, customer requirements and key policy implications.	Ability to adapt approaches where appropriate and respond to changing requirements Experience of policy, improvement methodologies such as process mapping, service planning and performance reporting, policy development and evaluation	✓ ✓	
Applying a range of research and policy methodologies in a practical setting.	Experience of working within a project and/or programme environment. Project Management skills	✓	✓
Leading approaches to engagement with communities and key stakeholders in the development, planning implementation and evaluation of policy approaches.	Ability to balance effective work programming, meeting deadlines and monitoring with flexibility in reacting to urgent work and changing priorities.	✓	

E = Essential Criteria D = Desirable Criteria

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Reviewing and monitoring the impact of policy across the Council and community planning partnership.	Significant experience of working in a policy or organisational improvement/change management capacity within business change management disciplines.	✓	
Preparing reports for ADP Coordinator.	Communication skills. Report writing skills	✓	✓
Developing and delivering training materials and presentations.	Experience of developing and delivering training materials and presentations. Communication skills.	✓	✓
Deal with complex issues and recommending appropriate solutions.	Time management skills Risk management experience.	✓	✓
Leading internal meetings and focus groups including user groups, project meetings, community meetings, key stakeholder and partners.	Ability to operate effectively while under pressure and cope with uncertainty. Ability to adapt approaches where appropriate and respond to changing requirements. Communication skills.	✓	✓
Keeping up to date with agreed areas of practice and sharing this expertise across the Council.	Experience of providing advice and guidance		✓
Liaising with other teams, Services and community planning partners to ensure that packages of policy support are integrated with other relevant areas of work.	Ability to work with and co-ordinate a wide variety of people to achieve desired outcomes in a workshop environment.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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.

<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours</p>
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- 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.