



Role Profile

HSC Compliance Officer			
Reference No.	A4903	Type	
Service	Health & Social Care		
Job Family	Para-Professional	Grade	FC7

Purpose
<p>To provide specialist advice, guidance and support that encourages ethical conduct and increased compliance with relevant legislation, regulations and current best practice, and promotes effective governance across the Partnership to enable the delivery of services in accordance with the Health and Social Care Strategic Plan.</p> <p>To manage and maintain key sources of information and data relating to the Health and Social Care Partnership's (HSCP) business activities and improvement programmes, working across the partner organisations, Fife Council, NHS Fife and the Fife Integration Joint Board.</p> <p>To support and assist the HSC Compliance Managers to carry out agreed tasks within a portfolio of subject areas including risk management, resilience, information, and records management.</p> <p>To work with managers and other colleagues across the Partnership to understand business requirements and develop solutions which will lead to increased compliance, improved processes, and effective use of technology.</p>

	Experience of organisational and business awareness	✓	
Supporting the Compliance Managers with activities to identify and enable best practice across the Partnership including reviewing current practice, undertaking gap analysis against industry standards and legal/statutory requirements, suggesting improvements, and collaborating with Services to deliver these changes.	<p>Experience of maintaining effective working relationships and ability to work independently, where required.</p> <p>Knowledge of performance improvement methodologies such as process mapping, lean, service planning and performance reporting.</p> <p>Experience of initiating and promoting continuous improvement.</p> <p>Team working skills.</p> <p>Influencing skills.</p> <p>IT Skills. (Embrace Technology and Information)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Respond to, and provide advice on, enquiries relating to compliance issues.</p> <p>Delivering a range of compliance projects and activities within agreed areas of service delivery in line with agreed standards and deadlines. Maintaining individual work plans as necessary. Engaging with relevant services to look at current “top issues” and develop standard help activities/guides for example, handy hints and User Guides</p>	<p>Evidence of ability to balance and prioritise effective work programming, meeting deadlines and monitoring with flexibility in reacting to urgent work and changing priorities.</p> <p>Experience of working on and supporting projects. (Work together)</p> <p>Ability to operate effectively while under pressure and cope with uncertainty (Take Ownership)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

	Experience of supporting colleagues and stakeholders during business change.	✓	
Collecting, analysing and interpreting performance, management, and other information. This will include information relating to complaints, information requests, and data incidents.	Practical experience of collection, analysis and interpretation of a range of data.	✓	
Monitoring trends, highlighting common themes and lessons learned	Experience of information analysis and solution development.		✓
Preparing information and data for reporting, presentation and publication purposes.	Evidence of an analytical approach to problems and effective use of knowledge.	✓	
Ensuring regular scrutiny and review of (FC Intranet/Blink/Fife HSCP) (Public facing and staff facing) information and progressing the appropriate changes to ensure information is up to date and accurate.	Ability to pay attention to detail and accuracy.	✓	
Co-ordinate the day-to-day request process for information which includes monitoring team mailboxes, ensuring requests are acknowledged and tracked, and providing approved responses	Time management skills (Deliver Results).	✓	
Developing and delivering training materials and presentations	Experience of developing and delivering a range of training materials and presentations		✓
Keeping up to date with agreed areas of practice and sharing this expertise across the HSCP, for example, risk management	Research and reference experience.	✓	
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:

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
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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
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>