



# Role Profile

Partnership and Strategy Officer			
Reference No.	A4202	Type	Individual
Service	Housing & Safer Communities		
Job Family	Professional 2	Grade	FC8

Purpose
<p>To support the Safer Communities Management Team with the preparation, implementation and review of policy and procedures.</p> <p>To contribute to the effective delivery of community safety services.</p> <p>To provide support for Fife Community Safety Partnership, strategic committees and working groups, including preparing committee reports and annual/thematic reports.</p> <p>To lead work within the Safer Communities Team to develop, implement and evaluate policy to deliver and improve safer communities and community planning</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Identifying and managing a range of policy projects and activities within areas of service delivery (including antisocial behaviour, unintentional harm. CONTEST, environmental offending and community justice) 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 9, which includes a Degree in Community Learning, Environmental Studies, Housing Studies, or other relevant community focused discipline or equivalent	✓	
Ability to balance effective work programming, meeting deadlines and monitoring with flexibility in reacting to urgent work and changing priorities	✓	

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Developing an effective performance management framework, which will include defined outcomes, targets and actions.	Practical experience and ability to collect, analyse and interpret a range of data, including performance and management data.	✓	
Managing and communicating information and policy effectively so that clients are kept up to date with internal and external developments	Ability to provide a regular and effective service Time Management skills Communication skills Interpersonal skills	✓ ✓ ✓ ✓	
Collecting, analysing and interpreting research, performance, management, risk and other information	IT Skills (Embrace technology and information)  Experience of using Geographic Information Systems and spatial analysis	✓	✓
Managing policy evaluation activities. Identifying and managing policy improvement activities.	Experience of policy improvement methodologies such as process mapping, service planning and performance reporting, policy development and evaluation  A flexible approach and the ability to embrace change Conflict handling skills Partnership working skills	✓ ✓ ✓	✓
Providing appropriate advice and supporting Management Team at both a strategic and operational level.	Comprehensive understanding of local government and partnership working	✓	
Prepare reports for Management Team, strategic task groups and Committees.	Knowledge of safer communities functions Prioritisation skills	✓ ✓	

E = Essential Criteria    D = Desirable Criteria

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	Experience of working in a community safety environment Report writing skills	✓	✓
Leading approaches to engagement with Councillors, communities and key stakeholders in the development, planning, implementation and evaluation of policy approaches.	Practical skills in the use and manipulation of data, including data cleaning, formatting and presentation		✓
Leading internal and external meetings and focus groups, including user group and project meetings	Ability to operate effectively while under pressure and cope with uncertainty  Experience of participation in effective multi agency working Experience of working with and co-ordinating a wide variety of people to achieve desired outcomes in a workshop environment (Work together)	✓  ✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

### 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:

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

## Expected Behaviours

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.