



# Role Profile

## PROJECT OFFICER

|               |                        |       |            |
|---------------|------------------------|-------|------------|
| Reference No. | A4141                  | Type  | Individual |
| Service       | Health and Social Care |       |            |
| Job Family    | Professional 2         | Grade | FC8        |

### Purpose

To work in partnership on the implementation, development and management of a range of large projects in Health and Social Care to meet the strategic priorities as well as operational service delivery objectives.

| <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>       |
|---|--|-------------------------|----------------|
| Taking a lead role in the management, development and implementation of the project in line with the project's Strategic Work Plan and Fife's Health and Social Care Partnership's vision, values and outcomes. | Educated to SCQF level 9, which includes a Degree level or equivalent, in a relevant discipline<br>Evidence of on-going continuing professional development<br>Experience of prioritising and managing work streams effectively (Take ownership – See 'How We Work Matters' framework)<br>Ability to provide a regular and effective service<br>Project management qualification | ✓<br><br><br>✓<br><br>✓ | ✓<br><br><br>✓ |

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|--|---|----------|----------|
| Developing creative solutions, some of which may be previously untried, which will enable agreed outcomes to be achieved within the Partnership as well as with external stakeholders. | Problem solve skills (Deliver results)<br>Work flexibly and imaginatively   | ✓<br>✓   |          |
| Gathering, collating and analysing information from various sources, some of which may be conflicting, and identify workable solutions.  | Analytical skills   | ✓        |          |
| Developing productive working arrangements as required to manage the project.  |   |          |          |
| Promoting and motivating colleagues in the Partnership, the Council and external agencies of the value of the project.   |   |          |          |
| Developing processes and procedures to support the implementation of the project.  | Communication skills  | ✓        |          |
| Developing communication materials, both in hard copy and on-line.   |   |          |          |
| Developing practices which will support the Partnership's aims and values, all in accordance with appropriate policies and guidance.   | Experience of facilitating organisational and/or significant change   | ✓        |          |
| Developing appropriate mechanisms for measuring the ongoing impact of the project implementation.  |   |          |          |
| Providing update reports on the progress on the project implementation to the Partnership and wider service.   | Report writing skills<br>Experience of delivering information confidently (Focus on customers)  | ✓<br>✓   |          |
| Maintaining an overview of team activities, allocating staff time in order to meet targets in relation to the project.   | Experience of motivating others (Work together)   | ✓        |          |
| Working collaboratively with a number of staff and managers across the Partnership to promote and embed a culture of change and best practise.   |   |          |          |

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|---|---|----------|----------|
| Building strong relationships with colleagues and partners across Services so that work is integrated with and supports other relevant work in the NHS and Council, implementing opportunities to work more effectively with public members who use services. | Experience of developing and maintaining effective partnership working across organisational boundaries                                   | ✓        |          |
| To be actively involved in any national developments affecting the project, representing Fife as required.  | Ability to travel throughout Fife   | ✓        |          |
| Representing the Health and Social Care Partnership at a range of external and internal meetings.   |   |          |          |
| Assessing the requirement for technology or software to enhance the delivery of the project and to monitor its effectiveness.   | IT Skills (Embrace technology and information)<br>Knowledge of Management Information Systems   | ✓        | ✓        |
| Organising, maintaining and supporting the use of information technology systems/software, complying with corporate ITS processes for procurement of software and systems.  |   |          |          |
| Managing a project budget as required and authorised.   |   |          |          |
| Maintaining knowledge and awareness on the impact of legislation on the project development.  | Political awareness and sensitivity   | ✓        |          |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.   |   |          |          |

| <b>Additional tasks or responsibilities</b> – 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 type="checkbox"/> |
|  | Basic Disclosure <input checked="" 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