



# Role Profile

Workforce Development Lead Officer (Qualifications)			
Reference No.	A4584	Type	Individual
Service	Human Resources		
Job Family	Professional 3	Grade	FC9

Purpose
<p>To provide consultancy support to services in relation to the identification, planning and delivery of solutions to meet their learning and organisational development needs.            Manage/Lead on projects and specific areas of learning and organisational development activity to drive change and deliver performance improvement</p> <p>Specifically, to co- ordinate and implement SQA and other relevant qualifications within Fife Council Directorates.</p>

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
<p>Engaging and working with customers within the corporate/service structures to identify needs, desired outcomes, specifications and requirements.</p> <p>Lead on the co- ordination and implementation of SQA and other relevant qualifications within Fife Council Directorates, with specific focus on the regulated workforce within Education &amp; Children's Services (E&amp;CS) and Health &amp; Social Care Partnership (H&amp;SCP)</p>	<p>Educated to SCQF Level 9 which includes a degree level or equivalent in a relevant discipline.</p> <p>Post-Qualifying qualification in assessing or verifying SQA qualifications.</p> <p>Experience of working within the field of SQA qualifications in the educational or care sector.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Leading corporate and professional development projects from inception to completion. Ensuring the complex projects are delivered</p>	<p>Knowledge of consultancy, commissioning and needs analysis</p>	<p>✓</p>	

E = Essential Criteria    D = Desirable Criteria

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against desired strategic outcomes, professional standards, organisational cultural expectations and behaviours.	Ability to provide a regular and effective service	✓	
Identifying, planning, commissioning and delivering the most efficient and effective learning and development interventions using best value principles.	Project management skills  Ability to manage competing priorities	✓  ✓	
Managing on a daily basis the deployment of learning and development resources, projects, team members and/or students. Ensuring work is completed to agreed standards and timescales in line with priorities, work-plans and customer expectations	Analytical approach to problem solving and ability to determine creative and practical solutions  Knowledge and skills in commissioning and project/performance/outcome monitoring	✓  ✓	
Measuring performance through the regular monitoring of inputs, outputs and outcomes	Experience to motivate colleagues and manage performance	✓	
Providing extensive professional knowledge, skills and expertise across a wide range of learning and organisational development contexts	IT skills	✓	
Representing HR or Fife Council at meetings, cross-service/interagency and academic forums/boards/assessment panels/working groups.	Ability to adapt to the situational context and use emotional intelligence appropriate to the situation Strong organisational, professional and business awareness	✓	
Using sectoral/organisational/professional awareness, knowledge and insight to contribute to the design of Fife Council strategies, policies and activities	Experience of collaborative working, developing and maintaining effective working relationships	✓	
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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**E**

**D**

## 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.