



Role Profile

TEAM MANAGER (ACTIVE COMMUNITIES)			
Reference No.	A5010	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Team Manager 2	Grade	FC9

Purpose
To lead and manage a corporate function and team ensuring the delivery of a consistent, high quality and customer focussed service that promote and implement the Council's aims and values.
To be responsible for the provisioning of policies, plans and priorities, in collaboration with communities and partners, that improve health and wellbeing and participation in physical activity, sport and outdoor education.

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>Leading and managing a corporate team with responsibility for policy and project development to increase and enhance physical activity, sports development and outdoor education.</p> <p>Working with communities on developing provision to improve health and wellbeing and participation in physical activity, sport and outdoor education.</p>	<p>Educated to SCQF level 9 which includes a Degree or equivalent, or equivalent experience</p> <p>Experience and proven management experience in a relevant discipline</p>	<p>✓</p> <p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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<p>Managing a programme of physical activity and sports development, including football development, cycling development, walking and health programmes, and other specific sports development.</p> <p>Managing the Outdoor Education Team, taking lead responsibility for the Outdoor Learning Plan & Strategy</p> <p>Making sure that strategies and priorities are set, service levels and customer satisfaction are continually improved, and work-plans deliver to agreed priorities.</p>			
<p>Working in partnership across all organisations and partners delivering Physical Activity and Sport in Fife including Fife Sport and Leisure Trust, Active Schools, local Sports Councils, NHS Fife, sportScotland and Public Health Scotland.</p> <p>Leading on the development of existing and new collaborative partnerships to ensure that work to promote physical activity and sport and Outdoor Education is integrated with, and supports, other relevant work in council, Fife partnership and wider community.</p> <p>Collaborating on improving health for individuals, families and communities and targeting those at most risk and disadvantage.</p>	<p>Experience of collaborative working</p> <p>Experience of working with partners in both public and private sector</p> <p>Excellent interpersonal skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Leading on the development and review of policies and strategies, including the Physical Activity and Sport Strategy, Outdoor Learning Strategy and strategies and plans tackling Health Inequalities and Sports Facilities, and contributing to the wider development of community planning, and Service and Directorate plans.</p>	<p>Ability to think strategically with experience of translating strategy into deliverable plans</p> <p>Ability to manage conflicting demands</p> <p>Track record of contributing to change outside of immediate area of responsibility</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

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Providing strategic support and coordination for Community Use across Fife when delivering outcomes of improving health and wellbeing and increasing participation in physical activity and sport.	Organisational skills	✓	
Providing consistent, high quality and customer focussed services to the Council, its customers and its partners.	Customer service skills Understanding of the political context and need for public accountability in a public sector organisation	✓ ✓	
Leading a co-ordinated business-focussed approach to Service provision while delivering and maximising the efficient and effective use of physical, financial and staff resources available.	Leadership skills Analysing problems and determining creative and practical solutions	✓ ✓	
Providing professional leadership and support to the team, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge, sharing within and across teams.	Proven staff management of a team Evidence of supporting staff development	✓	✓
Managing and analysing performance levels for the relevant functional area. In relation to team performance and the performance of Services across the Council, developing and implementing solutions for continuous improvement.	Analytical skills Evidence of driving change in designated area Initiating and managing continuous improvement	✓ ✓ ✓	
Contributing to the achievement of key council plan and community plan priorities in relation to physical activity and sports development, Outdoor Learning and wider health outcomes. Delivering performance outcomes that meet Directorate and Service targets.			
Identifying, monitoring and achieving relevant quality standards, representing the Directorate or Service at agreed internal/external meetings, producing reports and delivering presentations.	Report writing skills Presentation skills / confident delivery style	✓ ✓	

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Linking with national public and private sector organisations to ensure Fife shares and benefits from best practice elsewhere. (e.g. COSLA, Improvement Service and Scottish Government, professional bodies).	Experience of working with external bodies, and sharing best practice with other Councils and organisations		✓
Working with elected members to respond to queries, and improve customer experience.	Experience of working with elected representatives		✓
Ensuring strong relationships within team, offering guidance, support and direction on service delivery, professional and HR issues.	Proven staff management of significant team size Leadership and team building skills Ability to motivate others to perform to the highest standards Evidence of supporting staff development	✓ ✓	 ✓
Managing the Health and Safety of employees working in buildings across Fife.	Understanding and experience of Health and Safety	✓	
Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance at all times with the Council's financial regulations.	Financial management skills IT Skills	✓ ✓	
Ensuring compliance with statutory, regulatory, professional body, licence and governance requirements, reporting to strategic and other relevant Committees as part of the Council's governance framework.	Comprehensive knowledge and awareness of relevant regulation, legislation and statutory requirements	✓	
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:			
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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.