

RESEARCH AND INSIGHT MANAGER			
Reference No.	A5027	Type	Generic
Service	Policy and Communications		
Job Family	Team Manager 3	Grade	FC10

Purpose
To lead and manage corporate teams responsible for providing research and insight support to Fife Council and the Fife Partnership: ensuring the delivery of a consistent, high quality and customer focused service that promotes and implements the Council's aims and values.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<p>Leading and managing a corporate team responsible for:</p> <ul style="list-style-type: none"> Strategic research programme and projects to support the delivery of Fife Council and Partnership outcomes and prompt new ways of thinking, working and delivering public services. Community insight to support people, place and the effectiveness of prevention. Outcome and assessment products to support strategy and service development. Facilitating the implementation of strategy and providing analytical support to the Council and Fife Partnership. Improvement reviews at service, corporate and partnership levels. Delivering a broad range of prioritised projects delivering intelligence on strategy, impact and delivery to support decision-making. Working with Council services and partner agencies to develop collaborative approaches to research.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Experience and awareness of research, analytics and improvement methodologies in the public sector	✓	
Track record in delivering social research and statistical analysis and modelling	✓	
Proven ability to think strategically with experience of translating strategy, insight and evaluation into actionable reports and plans	✓	
Ability to manage conflicting demands	✓	
Organisational skills	✓	
Understanding and experience of coordinating policy, process and practice	✓	
Ability to work effectively in a partnership context and to develop effective working relationships between partners.	✓	

Role Profile

	Understanding of relevant policy and practice areas		
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
Contributing to the achievement of the key priorities and milestones set out in the Plan for Fife, as well as other relevant national and local strategies in areas such as community planning, local community planning, and community empowerment. Delivering performance outcomes that meet agreed targets.	Understanding and experience of council and community planning and knowledge of service delivery and community planning structures and improvement	✓	
Leading research and insight to support Fife Council and Fife Partnership ambitions and outcomes: making sure that strategies and priorities are set, service levels and customer satisfaction are continually improved, and work-plans are delivered to agreed priorities.	Educated to SCQF level 9 which includes a Degree or equivalent or equivalent experience	✓	
	Political awareness and requirements for public accountability in a public sector organisation	✓	
Leading a coordinated business-focused approach to service provision while delivering and maximising the efficient and effective use of physical, financial and staff resources available.	Leadership and management skills	✓	
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 and sharing within and across teams.	Proven management of professional staff	✓	
	Evidence of supporting staff development	✓	

Role Profile

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
Managing and analysing performance levels in relation to team performance and the performance of Services across the Council and Fife Partnership, developing and implementing solutions for continuous improvement. This will focus on the delivery of key outcomes set out in the Council Plan and Community Plan.	Analytical skills Evidence of driving change in designated area Initiating and managing continuous improvement Ability to provide a regular and effective service	✓ ✓ ✓ ✓	
Building strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and wider community. Developing and implementing opportunities to work more effectively with partners to deliver agreed outcomes.	Experience of collaborative working Understanding of relevant policy areas Ability to work effectively in a partnership context and to develop effective working relationships between partners	✓ ✓ ✓	
Identifying, monitoring and achieving relevant quality standards, representing the Directorate or Service at agreed internal/external meetings, producing reports and delivering presentations on relevant strategies, policies and funding programmes.	Report writing skills Presentation skills/confident delivery style	✓ ✓	
Linking with national public and private sector organisations to ensure Fife shares and benefits from best practice elsewhere. (e.g. COSLA, Improvement Service, What Works Scotland, Scottish Community Planning Network, Scottish Government, professional bodies).	Experience of working with external bodies, and sharing best practice with other Councils and organisations		✓

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Provision of effective, professional advice and guidance and working with senior leaders and elected members to respond to complex queries and improve service delivery.	Experience of working with leaders and elected representatives Understanding of the issues arising from working with non-executive stakeholders or politicians Analysing problems and determining creative and practical solutions	✓ ✓ ✓	
Ensuring strong relationships within the team, offering guidance, support and direction on service delivery, professional and HR issues.	Ability to motivate others to perform to the highest standards Evidence of supporting staff development	✓ ✓	
Managing change with service managers, employees and external partners as required. Report to different strategic/management groups as necessary.	Strategic planning and positively facilitating organisational change	✓	
Contributing to the wider development of the Service, Directorate, Council and Partnership.	Experience of contributing to change outside immediate area of responsibility		✓
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	✓ ✓	

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Ensuring compliance with statutory, regulatory 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:	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>

