



# Role Profile

<b>Manager (Compliance)</b>			
Reference No.	I272.01	Type	Individual
Service	Health & Social Care		
Job Family	Professional 4	Grade	FC10

<b>Purpose</b>
To ensure Compliance across a range of areas within the Health & Social Care Partnership
To drive the development of project/s providing a lead in gaining the acceptance for change in practice or delivery across the partnership.

<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>
Developing, implementing and managing a range of significant policies/procedures across the Partnership, projects and in line with briefs, or Committee Reports.	<p>Educated to SCQF level 11, which includes a Degree, Post Graduate Diploma, SVQ level 5 or equivalent</p> <p>Significant Senior Management experience</p> <p>Project Management experience</p> <p>(Deliver results - See 'How We Work Matters' Framework)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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Developing, through liaising with others, strategies for improvement. Working in close co-operation with NHS and Fife Council to ensure corporate approach across the partnership. Identifying and resolving where organisational norms differ.	Experience of operational planning and service delivery at senior management level  Extensive relevant working experience	✓  ✓	
Promoting, developing and maintaining a culture of continuous improvement and outcome focus.	Experience of providing support in a professional environment (Embrace technology & information)		✓
Representing Fife as required and participating in national developments affecting projects.			
Researching, analysing, consulting and reporting back to Service Management, Project Boards, Implementation Boards, committees and relevant Partnership meetings.	Analytical skills  Up to date training and appropriate certificated training relevant to the role	✓	✓
Developing working relationships with senior and frontline staff, partners, and other organisations to facilitate joint working across boundaries. Although not always directly responsible for managing all the staff involved, the post holder will assess staffing needs or staff input for projects to meet project delivery plans.	Experience within a large organisation  Experience of participation in corporate/external working groups  (Working together)		✓  ✓
Linking with members of project teams in mapping and providing activities at three levels: policy and strategy, establishment, and individual.	Experience of major project design, planning and implementation		✓

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Meeting agreed targets, budgets and deadlines. Developing mechanisms which enable complex planning to be achieved across the partnership.	(Focus on customers)		
Ensuring project and policy compliance with legal, regulatory, professional body and social requirements.	Experience of using innovative approaches		✓
Working with professional colleagues and other agencies to deliver areas of work and resolve complex issues and conflicts.	Ability to provide a regular and effective service	✓	
Developing and delivering communication plans, ensuring effective engagement at all levels.	(Take ownership)		
Providing professional guidance and advice and lead the strategy for compliance for the Health and Social Care Partnership.			
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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<b>MANAGER (INFORMATION COMPLIANCE)</b>			
Developing, implementing, monitoring and managing a range of Records Management, Information Governance, Complaints Management, Standards Compliance, Freedom of Information (FOI) and Access to Records Management services, covering the Health and Social Care Partnership.			

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<p>Working alongside NHS and Fife Council Managers at all levels, drive forward the development and implementation of records management, information governance, complaints management, standards compliance, FOI, and access to records (subject access requests) partnership management strategies. Provide direct support for the Health and Social Care Partnership Management Group/Team.</p>	<p>Experience of multi-agency working</p>		✓
<p>Organising, maintaining and supporting the use of information technology systems and software.</p>	<p>Problem solving skills</p>	✓	
<p>Ensuring management systems are in place to deliver effective records management, information governance, complaints management, standards compliance, FOI, and subject access requests management strategies are embedded throughout Health and Social Care Partnership and devolved levels.</p>			
<p><b>MANAGER (RISK COMPLIANCE)</b></p>			
<p>Developing, implementing, monitoring and managing a range of Health and Safety, Business Continuity/Resilience, Data Protection, Risk Management, Audit and Compliance services, covering the Health and Social Care Partnership.</p>			
<p>Working alongside NHS and Fife Council Managers at all levels, drive forward the development and implementation of Health and Safety, Business Continuity/Resilience, Data Protection, Risk Management, Audit and Compliance strategies. Provide direct support for the Health and Social Care Partnership Management Group/Team.</p>	<p>Experience of multi-agency working</p>		✓
<p>Planning long term developments, maintaining and supporting the use of information technology systems and software.</p>			
<p>Ensuring management systems are in place to deliver effective health and safety, business continuity and effective risk management, and that these are embedded throughout Health and Social Care Partnership and devolved levels.</p>	<p>Problem solving skills</p>	✓	

# Role Profile

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:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>