



Role Profile

| CO-ORDINATOR (OPPORTUNITIES FOR ALL) | | | | Purpose | | | |
|---|--|-------|------------|--|---|----------|----------|
| Reference No. | A4053 | Type | Individual | To facilitate with the team manager and service manager to deliver the operational management of all recruitment processes across all care homes including campaign management, apprenticeships, staffing budget management and management of disciplinary processes. Contributing to the monitoring of financial expenditure for this provision and supporting quarterly reporting to budget holders. | | | |
| Service | Older Peoples Services, Residential and Day Services | | | | | | |
| Job Family | Care 7 | Grade | FC8 | | | | |
| 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 |
| Providing operational management of recruitment across all care homes and participating in the development of services. | | | | Educated to SCQF Level 9 or equivalent. | ✓ | | |
| | | | | Plus a management requirement - Any award in management that is certificated at or above SCQF Level 8 (minimum of 60 credits) showing evidence the award has been mapped against the National Occupational Standards (NOS): Leadership and Management for Care Services. | ✓ | | |
| | | | | Good working knowledge of OPS Residential & Day Services, its policies and procedures and its systems. | ✓ | | |
| | | | | Significant previous and current experience with FC recruitment processes | ✓ | | |

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|---|---|---|---|
| <p>Attending as relevant or directed, related local and national networks, events, and conferences.</p> | <p>Significant previous and current experience with FC disciplinary processes.</p> <p>Knowledge of Human Resource matters (recruitment, grievance, disciplinary)</p> <p>Ability to provide a regular and effective service</p> <p>Ability to travel throughout Fife</p> | <p>✓</p> <p></p> <p>✓</p> <p>✓</p> | <p></p> <p>✓</p> <p></p> <p></p> |
| <p>Attending and delivering strategic recruitment marketing projects and packages of work across the Service.</p> <p>Critically assessing the effectiveness of Residential Day Services recruitment campaigns.</p> <p>Devising and implementing robust systems and procedures to monitor, measure and report success in recruitment processes.</p> | <p>Experience of delivering strategy</p> <p>Significant experience of initiating, monitoring and evaluating impact on, related activity and development.</p> <p>Ability to think strategically and to innovate.</p> <p>Capacity to provide creative solutions to complex situations.</p> <p>Report writing skills</p> <p>Experience of information collection, analysis, interpretation, manipulation and solution development.</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> |
| <p>Managing information and other resources including the devolved budget allocated to the Service.</p> <p>Contributing to the monitoring of financial expenditure for this provision and supporting quarterly reporting to budget holders.</p> <p>Carrying out processes to service standards within the employee development and recruitment framework in line with the corporate process</p> | <p>IT Skills</p> <p>Experience of managing a budget</p> <p>Experience of web, Customer Relations Management, and other relevant technologies in a customer service context Creative and practical solution skills</p> | <p>✓</p> <p></p> <p>✓</p> | <p></p> <p></p> <p>✓</p> |

E = Essential Criteria D = Desirable Criteria

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|---|--|------------|---------------|
| Overseeing the development and management of Residential and Day Services social media recruitment strategy and plans – ensuring we have a presence on all relevant social media channels to maximise engagement. | Significant experience in using all forms of social media and designing appropriate impactful strategies. | ✓ | |
| Providing strong leadership and direction to staff, monitoring and managing staffing budget by ensuring the highest standards of recruitment processes are met. | Experience of managing staff Motivational and leadership skills Training experience | ✓ ✓ | ✓ |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |
| 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 | 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. | | |