

## POLICY CO-ORDINATOR

Reference No.	G051.02 (6)	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Professional 3	Grade	FC9

### Purpose

To lead and deliver projects, activities and systems which drive and support community planning and council plan priorities, policy, and excellent service delivery management across Fife Council.

To oversee corporate policy, projects and approaches, and ensure they are deployed effectively.

To monitor and evaluate the impact of corporate policy approaches to ensure benefits are realised on an ongoing basis, and to identify future improvements.

<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>
Taking a lead role identifying, planning, implementing and reviewing policy activities for the Council and Community Planning.	<p>Educated to SCQF level 9 which includes a Degree or equivalent</p> <p>Ability to think strategically with experience of translating strategy into deliverable plans (Deliver results – See ‘How We Work Matters’ Framework)</p> <p>Conflict handling skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

## Role Profile

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Leading the management, maintenance and improvement of corporate and partnership policy and standards.	Ability to develop and maintain effective relationships with Council services, partnerships and other relevant organisations		✓
Delivering excellent levels of advice, support and challenge to help Directorates, services, community planning partners and local community planning in implementing policy approaches.	Understanding of the political context and need for public accountability in a public sector organisation  Experience of working with elected representatives  Understanding of the issues arising from working with non-executive stakeholders, or politicians  Leadership skills  Customer service skills (Focus on customers)  Ability to provide a regular and effective service	✓    ✓  ✓  ✓  ✓	✓

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<p>Leading all aspects of project or service delivery in agreed areas, for example;</p> <ul style="list-style-type: none"> <li>• Providing overall policy management for strategic improvement work as required.</li> <li>• Leading the development of high quality policy development with clear outcomes, resource requirements and project plans.</li> <li>• Providing policy advice, challenge and guidance to services, partners and councillors.</li> <li>• Monitoring the impact of improvements and systems robustly against agreed outcomes.</li> <li>• Ensuring performance and management information is analysed and used effectively to drive service improvement and efficiency.</li> <li>• Managing and communicate information effectively so that council services and partners are kept up to date with internal and external developments.</li> </ul> <p>Overseeing the development and delivery of training materials and presentations.</p>	<p>Experience of Policy development, implementation and evaluation</p> <p>Evidence of driving change in designated area (Take ownership)</p> <p>Experience of working with partners in both public and private sector (Work together)</p> <p>Programme and project management experience</p> <p>Presentation skills/confident delivery style</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p>
<p>Leading areas of service delivery in line with agreed standards and deadlines.</p>			
<p>Managing budgets (including forecasting, authorising and monitoring spend on team and project budgets) and reporting on resource issues as appropriate.</p>	<p>Financial management skills</p> <p>IT Skills (Embrace technology and information)</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>

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Developing robust policy options.	Report writing skills	✓	
Managing and reducing operational risk.			
Preparing, and/or quality control reports produced by others, for senior managers, committees and other groups.	Analytical skills	✓	
	Problem solving skills	✓	
Leading internal and external meetings including project and team meetings.	Experience of managing a team	✓	
	Evidence of supporting staff development	✓	
Supporting Directorates, services and partners to improve policy processes to deliver services in the most efficient and effective ways to reduce inequalities.	Experience of contributing to change outside of immediate area of responsibility		✓
Prioritising activities with Directorates, corporate groups and external bodies in relation to proposed work areas and outcomes.	Understanding and experience of Health and Safety	✓	
Ensuring that packages of support are integrated with other relevant areas of work across the Council and Community Planning.	Organisational skills	✓	
Working closely with colleagues in other Directorates and Community Planning Partners to prioritise policy activity.	Comprehensive knowledge and awareness of relevant regulation, legislation and statutory requirements		✓
Keeping up to date with agreed areas of knowledge/ practice and to share this expertise across the Council			

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Representing the Council on agreed internal and external groups or national bodies.			
Identifying and supporting opportunities for joint working with Community Planning partners, other Councils, and other partners.	Experience of collaborative working	✓	
Carrying out a supervisory role, including training and assessment of work.	Motivational skills	✓	
Contributing to the development of Community and Corporate Development Service.			
Deputising for the manager as agreed from time to time.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>POLICY CO-ORDINATOR LOCAL COMMUNITY PLANNING</b>			
Managing an Area Support unit.			
Supporting and developing Local Community Planning at area level.			
Actively promoting and implementing of Area Operating Framework.			
Developing effective working relationships with Services, community partners and other agencies.			
Initiating, developing and monitoring of local and Area programmes and projects.			
Preparing and reviewing committee reports for decisions relating to devolved budgets and providing regular monitoring reports.			
Maximising the use of devolved budgets to support these activities.			
Promoting corporate and partnership initiatives at an area level.			
<b>POLICY CO-ORDINATOR COMMUNITY INVESTMENT</b>			
Managing an investment strategy and funding programme.			
Developing effective working relationships with external agencies, communities and the Scottish Government.			
Initiating, developing and monitoring of funding programmes and projects.			
Providing expert advice to communities and community planning partners on funding policy, approaches and procedures.			
Preparing and reviewing reports for decisions relating to budgets and audit requirements as well as providing regular monitoring reports.			

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<b>POLICY CO-ORDINATOR INEQUALITIES</b>			
Supporting and developing approaches to tackle inequalities across Fife.			
Initiating, developing and monitoring of projects to tackle inequalities.			
Providing expert advice to the council and community planning partners on inequality policy and approaches.			
Supporting key community planning partnerships in tackling inequalities.			
Coordinating work across the council and community planning partners of policy and approaches tackling inequalities.			
<b>POLICY CO-ORDINATOR COMMUNITY PLANNING</b>			
Coordinating the work of the Fife Partnership and the relationship with the strategic partnerships.			
Providing support to the Community Planning manager in managing the workload of the Fife Partnership executive Group and Fife Partnership Board.			
Assisting in the preparation and review of the Community Plan.			
Promoting collaboration and innovation in the use of partnership resources.			
Providing policy advice and guidance on partnership working across the community planning partnership and council.			

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## POLICY CO-ORDINATOR EQUALITIES

Leading and developing the council’s equalities and human rights strategy.			
Reporting and evaluating on equalities and human rights legislative requirements for the council.			
Developing partnership approaches to equalities and human rights.			
Managing relations with external equalities and human rights organisations.			
Promoting and supporting the use of equality impact assessment.			

## 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 checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results