



Role Profile

TEAM MANAGER (Community Projects)			
Reference No.	I304.01	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Team Manager 3	Grade	FC10

Purpose
To fulfil a general management role across a number of functions within the Council's Communities and Neighbourhoods Service.
To manage a service team ensuring resources are targeted effectively at improving local quality of life and wellbeing.
To work collaboratively with communities and partners in delivering outcomes to address local needs.

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 the development and delivery of services and undertaking area and/or functional responsibilities for community projects.	<p>Educated to SCQF level 9, which includes a Degree or equivalent</p> <p>Experience of translating strategy into deliverable plans (Deliver results – See 'How We Work Matters' Framework)</p> <p>Experience of managing conflicting demands</p> <p>Organisational skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Taking the lead role as the client management and authorised officer for Fife Cultural Trust, Fife Sports and Leisure Trust, Fife Golf Trust and Fife Coast and Countryside Trust	Experience of developing and maintaining effective relationships with Council services, partnerships and other relevant organisations (Work together)	✓	

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<p>Liaising at a strategic level with other Fife Council services and external partners on the design and management of service level agreements/management contracts in relation to services provided by Trusts on behalf of Fife Council. Including:</p> <ul style="list-style-type: none"> • Developing, implementing and reviewing the monitoring and reporting arrangements for existing contracts with Trusts, and any new contracts with new or evolving Trusts. • Ensuring that the terms of contracts are being adhered to and recommending appropriate revisions for the renewal of contracts. • Interpreting and agreeing contract terms and service standards with the Trusts, monitoring performance and taking action when issues arise. • Monitoring and evaluating projects and programmes which plan for the management of facilities currently leased/licensed under management/service level agreements. • Working with key partners, including Trusts and other external agencies, on the design, refurbishment, modernisation and construction of facilities. • Monitoring the management fees and capital programme budgets for Trusts, along with investment streams and maintenance schedules for community projects. 	<p>Experience of working with partners in both public and private sector</p> <p>Analytical skills</p> <p>Experience of contract monitoring and evaluation</p> <p>Experience of overseeing the delivery of capital projects</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

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<p>Providing strategic and operational support for community projects (including Parks Development). Including</p> <ul style="list-style-type: none"> • Providing programme management for community projects across the service, including local community planning priority projects • Accessing external investment funding for the delivery of major capital projects, including community projects, and ensuring the achievement of Best Value in project delivery and ensuring investment streams and maintenance schedules. • Delivering capital projects, including working with communities developing community provision and management of capital projects on behalf of the Council and service. 	<p>Experience of project and programme management</p> <p>Experience of managing capital projects in a community setting</p>	<p>✓</p>	<p>✓</p>
<p>Leading on specific aspects of, and supporting and advising officers and communities on, major capital projects across the Council. This will include the management of capital projects on behalf of the Council and working with communities to develop community provision.</p>	<p>Experience of managing capital projects</p>	<p>✓</p>	
<p>Leading and managing a team with responsibility for the operational management, maintenance and improvement of a functional area within the service. Managing and reducing operational risk.</p>	<p>Leadership skills</p>	<p>✓</p>	

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Leading on the development and implementation of robust Fife wide strategy, policy and procedures in relevant function and policy areas.	Knowledge of the political context and need for public accountability in a public sector organisation and dealing with issues that arise. Experience of policy development, implementation and evaluation Experience of driving change in designated area Experience of collaborative working	✓ ✓ ✓	✓
Leading areas of service delivery with excellent customer service and in line with agreed standards and deadlines.	Customer service skills (Focus on customers)	✓	
Implementing effective means of communication and problem solving, ensuring communities are involved in developing and informing service delivery, policy and practice. Contributing to and responding to media enquiries. Including dealing with complex and controversial community, contract and project issues.	Report writing skills Presentation skills Negotiating skills	✓ ✓ ✓	
Achieving Best Value in the Management of budgets (including forecasting, authorising and monitoring spend on team and project budgets, also accessing funding) and reporting on resource issues as appropriate.	Financial management skills IT Skills (Embrace technology and information)	✓ ✓	
Preparing, and/or checking quality control reports produced by others, for senior managers, committees and other groups.	Analysing problems and determining creative and practical solutions (Take ownership)	✓	

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Carrying out a team management role as agreed, including professional leadership, personal and team development, coaching, training and assessment of work, managing performance for a designated team of officers and reporting on and taking remedial action where performance does not meet agreed targets.	Experience of managing a team and motivating others Experience of supporting staff development	✓ ✓	
Leading or contributing to relevant programmes and projects in the development of the service and partnership working.	Experience of contributing to change outside of immediate area of responsibility Experience of Programme and project management	✓ ✓	✓
Responsible for the Health and Safety for a function within the service.	Experience and understanding of Health and Safety	✓	
Ensuring that packages of support for joint working are integrated with other relevant areas of work across the Council, Community Planning Partnership and communities.	Experience of partnership working	✓	
Working closely and collaborating with colleagues in other Directorates and Community Planning Partners to prioritise activity.	Knowledge and awareness of relevant regulation, legislation and statutory requirements		✓
Acting as link officer to third sector and other third party organisations as required, following agreed protocols and contract/SLA management arrangements.			
Preparing reports and presenting at committees of the Council and other bodies as required including the provision of professional and specialist advice.			

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Representing the Council on agreed internal and external groups or national bodies.			
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.			

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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"/>	

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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