

POLICY MANAGER

Reference No.	G088.01	Type	Generic
Service	Communities and Neighbourhoods		
Job Family	Team Manager 3	Grade	FC10

Purpose

To lead and manage corporate teams responsible for providing policy 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:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Leading and managing a corporate team responsible for:</p> <ul style="list-style-type: none"> Developing, co-ordinating and managing a broad range of strategies and projects that aim to deliver Council and Partnership outcomes. Working with Council services and partner agencies to develop their contribution to community planning. Providing analytical support to the Fife Partnership. Facilitating strategy implementation through service planning and delivery in Fife. 	<p>Ability to think strategically with experience of translating strategy into deliverable plans (Deliver results – See 'How We Work Matters' Framework)</p> <p>Ability to manage conflicting demands</p> <p>Organisational skills</p> <p>Understanding and experience of co-ordinating relevant funding and monitoring policies and processes</p> <p>Ability to work effectively in a partnership context and to develop effective working relationships between partners</p> <p>Understanding of relevant policy areas</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<ul style="list-style-type: none"> Co-ordinating policy support to Fife Council and Fife Partnership <p>Making sure that strategies and priorities are set, service levels and customer satisfaction are continually improved, and work-plans are delivered to agreed priorities.</p>	<p>Understanding of community planning and knowledge of community planning structures</p>	<p>✓</p>	
<p>Contributing to the achievement of the key priorities and milestones set out in the Council Plan and the Service Improvement Plan, as well as other relevant national and local strategies in areas such as such as community planning, local community planning, and community empowerment. Delivering performance outcomes that meet Council and Community Plan targets.</p>	<p>Educated to SCQF level 9 which includes a Degree or equivalent or equivalent experience</p> <p>Political awareness and requirements for public accountability in a public sector organisation</p> <p>Understanding of community planning and knowledge of community planning structures</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Leading a co-ordinated business-focused approach to service provision while delivering and maximising the efficient and effective use of physical, financial and staff resources available.</p>	<p>Leadership skills</p>	<p>✓</p>	
<p>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.</p>	<p>Proven staff management of a team</p> <p>Evidence of supporting staff development</p>	<p>✓</p> <p>✓</p>	

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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 (Take ownership) Initiating and managing continuous improvement Ability to provides 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 (Focus on customers)		✓

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Working with elected members to respond to complex queries and improve service delivery.	Experience of working with elected representatives Understanding of the issues arising from working with non-executive stakeholders or politicians.	✓	✓
Ensuring project and policy compliance with legal, regulatory, professional body and social requirements. For example, ensuring that the Council is compliant with legislative provisions set out in the Community Empowerment (Scotland) Bill and the Community Justice (Scotland) Bill.	Analysing problems and determining creative and practical solutions Ability to demonstrate project work delivering efficiencies or savings	✓ ✓	
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 (Work together) Evidence of supporting staff development	✓ ✓	
Managing change with service managers, employees and external partners as required. Report to different strategic/management groups as necessary, such as portfolio boards, policy advisory groups and Fife Partnership outcome delivery groups.	Strategic planning and positively facilitating organisational change	✓	
Contributing to the wider development of the Community Planning Section, Service and Directorate.	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 (Embrace technology and information)	✓ ✓	

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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. Key committees include the Executive Committee, Safer Communities Committee and scrutiny committees.	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.			

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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				
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 included in appendices:
<ul style="list-style-type: none"> 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:
<ul style="list-style-type: none"> Take Ownership Focus on Customers Work Together Embrace Technology & Information Deliver Results