



Role Profile

SERVICE MANAGER – EMPLOYABILITY			
Reference No.	SS2252	Type	Individual
Service	Economy, Planning & Employability		
Job Family	Service Manager 1	Grade	FC11

Purpose
<p>To undertake the planning and implementation of a wide range of Employability support for businesses and clients throughout Fife, directly or in partnership with other public and private sector partners.</p> <p>To support other economic and business development initiatives undertaken on a Fife wide basis as required and to contribute to the overall objectives of employability strategies locally and regionally</p>

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
Leading and managing an effective service function and provide the team with professional leadership, direction and support to deliver the full range of Employability functions, as well as relevant Strategic and Corporate Policy functions.	<p>Educated to SCQF level 9, which includes a Degree or equivalent in a relevant subject</p> <p>Experience of Prince2 training</p> <p>Full membership of related professional body such as IED, EDAS</p>	✓	✓
Leading in the delivery of actions arising from the Council and its partnerships to implement actions arising from a variety of Council strategy documents	Evidence of dealing with private sector, consultants and members of the public (Focus on Customers – See How We Work Matters Framework)	✓	

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Evidence of managing a team and motivating others, including supporting staff development	Leadership and management skills	Y	
Producing operational project delivery and action plans; work to agreed timescales, including detailed preparation of research data interpretation and funding bids, as required. Recording and monitoring activity and performance against agreed targets.	Problem solving skills	✓	
Develop and maintain good employee relations in partnership with employees and relevant Trade Unions through informal and formal processes of communication, consultation and involvement.	Communication skills, both written and verbal	✓	
Leadership of the Council's Skills Development and Conference Centre, an SQA and CITB accredited training facility.	Marketing skills	✓	
Lead on the delivery and implementation of regional employment and skills programmes for Edinburgh and South East Scotland and Tay Cities.	Leadership and co-ordination skills (Working together)	✓	
Creating and drafting reports for Committees, Working Groups, Partnership Groups, Senior Management Team, Directorate Leadership Team & Council Executive Team	Knowledge & understanding of technology issues		✓
Undertaking the management and monitoring of the Employability revenue budgets including external commercial contracts; No One Left Behind, Developing the Young Workforce Fife, SDS/Scottish Government and ERDF funds ensuring adherence to Council policies, national standards, statutory and legislative procedures and regulations	Knowledge and understanding of political awareness and sensitivity within context of central and local government	✓	
Representing Fife Council, Directorate or Service at both internal and external meetings e.g. City Region meetings, leading the delivery and strategic development of the service; Skills Development Scotland,	Excellent report writing skills and the ability to take notes of complex meetings	✓	
	Negotiating and influencing skills (Deliver results)	✓	
	Time management skills, evidence of working to deadlines in a disciplined manner	✓	
	Financial management and budgetary skills	✓	
	Knowledge and understanding of economic issues	✓	
	Contract management skills	✓	
	IT Skills, including experience of Microsoft Office Suite (Embrace technology and information)	✓	

E = Essential Criteria D = Desirable Criteria

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Opportunities Fife Partnership, Developing the Young Workforce Fife in the development of strategic approaches at Fife and regional level; national engagement via SLAED.	Leadership and Management skills	✓	
Leading on the development and implementation of a partnership based approach to future employability delivery, working with external and internal stakeholders (including Education and Children's Services and Opportunities Fife Partnership) and raising awareness of skills and employment opportunities with businesses and other partner agencies.	Presentation skills	✓	
	An understanding of Best Value and Customer oriented working practices (Take ownership)	✓	
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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Act as the officer champion for Fife's Armed Forces Covenant			
Participate in Fife's Corporate Parenting Board			
Manage the resources and commercial activity of the Matrix Fife supported business	Financial management and budgetary skills	Y	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You will be required to obtain PVG scheme membership or a Disclosure check for all groups. Please refer to the job advert for clarification of the specific requirement.

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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