



Role Profile

Lead Officer (Childcare Services)

Reference No.	A4998	Type	Individual
Service	Childcare Services		
Job Family	Professional	Grade	FC8

Purpose

To assist the Team Manager with the operational management and development of teams/groups of childcare services employees delivering high quality childcare facilities for children and families across Fife which meet service delivery objectives.

Act as the lead professional across designated area(s), supporting the childcare services team to fully deliver a wide range of services.

Develop and implement service policies and procedures, quality assurance systems and processes for designated areas which meet key priorities, service delivery outcomes and performance reporting requirements.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Leading and managing designated teams and functions of the childcare services team, including allocating and scheduling work activities, setting targets, and allocating resources to meet service delivery objectives.

Providing direct support and advice to managers, their teams, and the services to meet aims and objectives, through coaching, managing

Person Specification: Skills, Knowledge,

Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF level 9 which includes a Degree or equivalent such as BA Childhood Practice, or PDA Level 9 Childhood Practice

Ability to provide a regular and effective service

Experience of supporting staff development

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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
attendance and performance management while promoting knowledge sharing across teams, developing leadership through behaviours	Supervisory skills.	✓	
Taking a lead role in project and service improvement activity, including acting as the lead in one of more key areas to support the development of the service such as: <ul style="list-style-type: none"> • Additional Support Needs • Child Protection • Health, Safety and Wellbeing • Policy and Procedure Development • Quality Assurance/Improvement 	Experience and knowledge in one of the relevant functional areas. Project management skills.	✓	✓
Assisting the childcare manager to realise the full potential of employees, ensuring high standards of service delivery and effective use of resources.	Experience in the application and deployment of people management policies, practices, and procedures.	✓	
Supporting the team manager to continually review, develop, improve, and implement changes, strategies, and practices in line with legislation, local and national policy, procedures and best practice guidance, including the use of information communication technology.	Experience of effectively managing and implementing change, supporting individuals and teams as required. Ability to think strategically with experience of translating strategy into deliverable plans.		✓
Contributing to the development, implementation and monitoring of service systems, processes and procedures which meet Directorate, service and corporate policy, procedures, aims and values, supporting operational delivery outcomes and performance reporting needs. Monitoring performance against outcomes, reporting progress and recommending actions to enhance performance.	Broad understanding and knowledge of effective medium and long term strategies to deliver organisational goals. IT skills in relevant software packages including MS Office. Ability to use corporate systems and manager self service.	✓	✓

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Ensuring the Health and Safety of children, young people and employees working in buildings across Fife.	Understanding and experience of Health and Safety.	✓	
Chairing and or representing the needs of the service, at a range of meetings.	Ability to travel to different locations across Fife.	✓	
Ensuring that high quality customer focused services are delivered in an effective and efficient manner.	Customer service skills.	✓	
Balancing conflicting demands and priorities, seeking advice from the manager to confirm priority work and risks. Managing the competing priorities in negotiation with others including corporate partners.	Experience of working with minimum supervision in an environment of change and challenge, demonstrating resilience and flexibility with competing demands.	✓	
Maintaining knowledge and awareness of the impact of legislation and regulation which may impact on the delivery of services or specific areas of responsibilities.	Knowledge of relevant policies, legislation, processes, frameworks, standards, procedures, and systems.	✓	
Providing and presenting reports and guidance appropriate to the role and the areas of responsibilities with a particular focus on outcomes and performance reporting for a range of mainly internal audiences.	Presentation skills. Report writing skills.	✓	✓
Building strong relationships with colleagues and partners across Services/Directorates, implementing opportunities to collaborate more effectively so that work is integrated with and supports other relevant work in the Council including sharing information with schools, teams and services about the work of the childcare services team.	Experience of participation in effective cross service or multi-agency, collaborative working.		✓
Contributing to the financial management of the service and assisting with the monitoring of budgets as required.	Problem solving skills.	✓	

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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Job Title (Specialists Tasks)				

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 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>