

POLICY & DELIVERY MANAGER

Reference No.	A5023	Type	Generic
Service	Policy and Communications		
Job Family	Team Manager 3	Grade	FC10

Purpose

Leading and managing corporate policy, planning and performance management to support the delivery of Fife Council and Fife Partnership ambitions and outcomes at a regional and local level.

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"> • Policy co-ordination, development and policy research to support Council and Partnership ambitions and local outcomes. • Developing, aligning and managing a broad range of strategies and projects to support the delivery of priority outcomes • Providing programme support to Plan for Fife: advancing partnership practice and encouraging widespread and increasing partner contributions. • Managing and coordinating leadership agendas and supporting leadership engagement. • Developing and managing Council and Partnership performance frameworks and the provision of priority performance information, analysis, products and tools to support that. • Delivering public performance reporting and assurance of statutory community planning and Best Value duties. 	<p>Experience and awareness of policy, community planning and performance improvement methodologies in the public sector</p> <p>Ability to think strategically with experience of translating strategy into actionable reports and measurable delivery plans</p> <p>Ability to manage conflicting demands</p> <p>Organisational skills</p> <p>Ability to work effectively in a partnership context and to develop effective working relationships between partners</p> <p>Understanding of relevant policy and practice areas</p> <p>Awareness and understanding of the practical application</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Role Profile

<ul style="list-style-type: none"> Working with Council services and partner agencies to develop collaborative approaches to research. 	of related legislation		
<p>Leading corporate policy, community planning and performance to support the delivery of Fife Council and Fife Partnership ambitions and outcomes ensuring:</p> <ul style="list-style-type: none"> strategic alignment corporately, across areas and with partners focus on priority, policy driven deliverables with measurable community and social impact. delivery of agreed workplans and continuous improvement. 	<p>Understanding of community planning and knowledge of community planning structures</p> <p>Experience and knowledge of policy and strategy development in the public or voluntary sector</p>	<p>✓</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 organization</p> <p>Understanding of policy, community planning and performance structures and approaches</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Leading a coordinated business-focused approach to service provision while delivering and maximising the efficient and effective use of physical, financial and staff resources available.</p>	Leadership and management skills	✓	
<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>	
<p>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.</p>	<p>Analytical skills</p> <p>Evidence of driving change in designated area</p> <p>Initiating and managing continuous improvement</p> <p>Ability to provides a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Role Profile

<p>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.</p>	<p>Experience of collaborative working</p>	<p>✓</p>	
<p>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.</p>	<p>Understanding of relevant policy areas</p>	<p>✓</p>	
<p>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).</p>	<p>Ability to work effectively in a partnership context and to develop effective working relationships between partners</p>	<p>✓</p>	
<p>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.</p>	<p>Report writing skills</p>	<p>✓</p>	
<p>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).</p>	<p>Presentation skills/confident delivery style</p>	<p>✓</p>	
<p>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).</p>	<p>Experience of working with external bodies, and sharing best practice with other Councils and organisations</p>		<p>✓</p>

Role Profile

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
Provision of effective, professional advice and guidance and working with senior officers and elected members to respond to complex queries and improve service delivery.	Experience of working with leaders and 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.	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 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 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	✓ ✓	

Role Profile

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
Ensuring compliance with statutory, regulatory and governance requirements, reporting to strategic and other relevant Committees as part of the Council's governance framework.	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.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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

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