

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
Leading communications and marketing to support the delivery of Fife Council and Fife Partnership ambitions and outcomes: making sure that strategies and priorities are set, service levels and customer satisfaction are continually improved, and work-plans are delivered to agreed priorities.	Understanding and a proven track record in coordinating the successful delivery of public service, local government and local community communications and marketing approaches and solutions	✓	
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.	Educated to SCQF level 9 which includes a degree or equivalent or equivalent experience Political awareness and requirements for public accountability in a public sector organization Understanding of community planning and knowledge of community planning structures	✓ ✓ ✓	
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.	Leadership and management skills	✓	
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.	Proven management of professional staff Evidence of supporting staff development	✓ ✓	

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
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 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		✓

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	✓	
Ensuring project and policy compliance with legal, regulatory, professional body and social requirements.	Understanding of the issues arising from working with non-executive stakeholders or politicians.	✓	
Ensuring strong relationships within the team, offering guidance, support and direction on service delivery, professional and HR issues.	Analysing problems and determining creative and practical solutions	✓	
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.	Ability to demonstrate project work delivering efficiencies or savings	✓	
Contributing to the wider development Policy and Communities, the Communities Directorate, Council and Partnership.	Ability to motivate others to perform to the highest standards	✓	
Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance at all times with the Council's financial regulations.	Evidence of supporting staff development	✓	
	Strategic planning and positively facilitating organisational change	✓	
	Experience of contributing to change outside immediate area of responsibility		✓
	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 	<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>