



Role Profile

Practice Development Officer			
Reference No.	I311.01	Type	Individual
Service	Education and Children's Services		
Job Family	Team Manager	Grade	FC8

Purpose
<p>To provide and promote high quality care, play and learning opportunities to children and families in Fife through joint-working and creative collaboration across public, voluntary and independent sectors.</p> <p>To promote good practice & development opportunities across play/care settings in public, voluntary and independent sectors.</p> <p>Manage and develop Fife Play Resource and Fife Play Development Team to meet the needs of the children's sector, families and communities.</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
Managing and developing Fife Play Resource to support play development in Fife, including supporting and developing the staff team.	<p>Educated to SCQF level 9, which includes a Degree or equivalent in a related discipline, for example Community Education, Social Work, Teaching</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p>	
Developing and maintaining a professional relationship with key stakeholders in all areas of play across Fife in public, voluntary and independent sectors.	Management Experience (Take Ownership – See How We Work Matters Framework)	✓	

E = Essential Criteria D = Desirable Criteria

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	Experience in training and workshop delivery		✓
Managing delivery and design workshops/play sessions with children and young people in a variety of settings and at times deliver workshops and training events.	Experience of working with children (Deliver results)	✓	
Ensuring good practice is disseminated and contribute to the work of strategic and cross service/agency groups involved in children's services.	Knowledge of Child Protection Guidelines	✓	
Responding to requests for support and advice with regard to play development from providers across all sectors in Fife.	Communication Skills	✓	
Adopting a proactive approach to the development of partnership working and development of innovative play initiatives.			
Leading Fife wide play development to support multi-agency collaboration and the development of outdoor learning and play.	Experience supporting staff to work with children with or without additional support needs (Work together)	✓	
Providing advice, guidance and supporting voluntary groups in matters regarding play development and outdoor learning.	Knowledge of de-escalation techniques and restorative approaches	✓	
Leading the development and implementation of promotional and marketing strategies and initiatives for childcare/play, by assisting in the production and distribution of promotional and other information in conjunction with the Early Years Support Officer, Information Services.	IT Skills (Embrace technology and information)	✓	
Promoting and supporting local childcare networks and individual providers to engage in training opportunities through local Early Years learning communities, in conjunction with the Early Years team and Childcare Managers.	Experience of providing a customer service (Focus on customers)	✓	
Collaborating with Early Years Project Officers and Childcare Managers to devise appropriate opportunities for parents and carers to regularly feedback their views and recommendations about the way that childcare and early year's services are developed and delivered across Fife.			
Providing appropriate opportunities for partners to regularly feedback their views and recommendations about the way that childcare and			

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early years services are developed and delivered across Fife.			
Delivering opportunities for children and young people to engage in consultation/participation activities.			
Engaging Fife's communities in promoting the benefits of play and outdoor learning supporting community-based developments.			
Managing the work of the Support Officer (Information Services) with regards to the development of all Early Years Information Services and web presence.			
Managing the work and development of Fife Play Resource, including database management and Fife Play Resource administration.			
Managing the Play Development Team with regards to the development and implementation of play programmes and projects across Fife. Managing all aspects of Health & Safety and security requirements for the warehouse and play team. Ensuring all systems and processes adhered to within the Fife Play Resource warehouse.			
Organising support and supervision meetings for staff members and document these accordingly.			
Promoting practice that reflects the needs and protects the rights of children, providing choice and freedom within a free play environment, listening to their concerns or worries and acting as an advocate or mediator when appropriate.			
Promoting anti-discriminatory practice, responding positively to the ethnic, social, cultural and gender differences.			
Managing administration and financial procedures and record keeping in relation to the Resource Base and Play Development Team.			
Managing Health and Safety checks, risk assessments to maintain a safe and secure working environment, dealing with emergencies, injuries and incidents in accordance with organisational procedures.	Knowledge of Health & Safety	✓	

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Ensuring all systems and processes adhered to within the Fife Play Resource warehouse.			
Providing advice, information and good quality customer service to other services, stakeholders and partners. Evaluating and monitoring customer feedback on the service.			
Leading and developing the continuous quality improvement of the service, promoting the benefits of Fife Play Resource across organisations and communities in Fife.			
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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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 checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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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