



Role Profile

Job Title: Integrated Neurodevelopment Pathway Co-ordinator			
Reference No:	A5275		
Service:	Education		
Job Family:	Education Specialist Support	Grade	FC6

Purpose
Act as the day-to-day contact for Fife Council Education and Fife Health and Social Care Partnership (HSCP) leading the integration and delivery of the Neurodevelopmental (ND) Pathway across Fife, working across a multi-agency environment.
Co-ordinating the activities of agencies, working towards cohesive and well organised, data informed processes for requests for assistance, ensuring effective signposting for professionals and families and overseeing professional learning events.

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
To support the multi-agency project leads who are leading on the delivery of the pathway	HNC, SVQ3 or equivalent experience within a relevant discipline.	X	
To work collaboratively with colleagues in other internal Services and external agencies to support the delivery of the pathway	Experience of motivating others (Work together) Experience of developing and maintaining effective partnership working across organisational boundaries	X	

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>Co-ordinate the work of the project leads, as described in action plans, agreed tasks, and on the instructions of the Neurodevelopmental Pathway Strategic Governance Group, to progress embedding ND support in Fife</p> <p>To provide full administrative and project support to the Chair of the Neurodevelopmental Pathway Strategic Governance Group</p> <p>Ensure the availability and contemporary nature of all Governance Group products, including but not restricted to: communication and engagement plans; action notes, project plans and progress reports as guided by the Chair.</p> <p>To produce update reports for the Neurodevelopmental Pathway Strategic Governance Group, and other stakeholders.</p> <p>Review and provide feedback on proposals and communication materials</p> <p>Organising and analysing feedback from consultation exercises with stakeholders, as directed by project leads</p>	<p>Report writing skills Experience of delivering information confidently (Focus on customers)</p> <p>Analytical skills</p> <p>Excellent planning and organisation of work</p> <p>Political awareness and sensitivity</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<p>Scanning across project activity to identify gaps and overlaps to ensure families are signposted appropriately and we are working efficiently</p> <p>Develop and maintain an approach to benchmark the activities in Fife to other Local Authorities nationally and with Scottish Government in relation to the implementation of the National</p>	<p>Problem solving skills (Deliver results)</p> <p>Work flexibly and imaginatively</p> <p>Excellent Communication skills</p> <p>Analysing problems and determining creative and practical solutions.</p>	<p>X</p> <p>X</p> <p>X</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
<p>Neurodevelopmental Specification for Children and Young People: Principles and Standards of Care (www.gov.scot)</p> <p>Overview and refreshing of training resources, website content/links and other materials e.g., public communications, as required by the project leads</p> <p>Planning staff training sessions, gathering feedback, identifying areas for improvement to share with project leads</p> <p>Using sources of data to perform analysis of historic and current trends, costs and projections, so that decisions can be made on an evidence basis</p> <p>To act as the initial point of contact for any internal and external queries relating to the ND pathway</p> <p>Managing the Neurodevelopmental Pathway Strategic Governance Group action plan, maintaining momentum, and tracking progress</p> <p>Working across partners to link priorities and share updates on service offers</p> <p>Overseeing financial spend/commitments in relation to Scottish Government grant awards and any other internal/external funding</p>	<p>Excellent team working, influencing and communication skills</p> <p>Experience of meeting diverse objectives within defined timescales.</p> <p>Maintain effective working relationships</p> <p>Demonstrate enthusiasm, commitment and sense of humour</p> <p>IT Skills (Embrace technology and information)</p> <p>Knowledge of Management Information Systems</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
<p>To organise and co-ordinate meetings between stakeholders and provide accurate records.</p>	<p>Confident user of IT applications and technology – word processing, spreadsheets, databases, TEAMS, SharePoint.</p>	<p>X</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
<p>Administering orders and recruitment/staffing on Oracle</p> <p>Co-ordinating actions arising from meetings and training events</p> <p>Managing all email account traffic to a dedicated ND email account</p> <p>Responding to communication and managing enquiries to/from school settings and professionals, signposting as required</p>	<p>Ability to provide regular and effective service</p>	<p>X</p>	
<p>Supervisory Responsibility - The post holder has no staff supervisory responsibility</p>			
<p>Supervision Received - The post holder will work independently but will be supported by the project leads in both routine and complex situations.</p> <p>Specific advice and support may be required from other Services within the Council or external agencies to ensure the delivery of key tasks.</p> <p>Other Duties - Subject to Service priorities, there may be short term deviations from the tasks and responsibilities noted above to support the Education Service, however still within the scope of the job purpose, and any other duties consistent with the post.</p>			

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:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
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>

