



# Role Profile

## Development Co-ordinator (Employability and Work Readiness)

Reference No:	A5566		
Service:	Education		
Job Family:	Education Specialist Support	Grade:	FC9

### Purpose

To lead and support the implementation of the Employability Education strategy and targeted programmes for learners which support Work Readiness. Contributing to raising of standards in line with the Positive Destination local and national priority and related criteria on performance monitoring and continuous improvement.

To contribute to the implementation of policy and practice standards, training, communication strategy and self-evaluation across key Positive Destinations/employability areas.

To work across Education to implement employability and work readiness of learner's improvements within the Education Directorate improvement plan and Children's Services Plan, working with wider partners.

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	E	D
Leading, developing and monitoring consistent approaches to the implementation of policies and statutory duties in co-operation with Education Managers, Quality Improvement Officers and others in the Directorate	Educated to SCQF level 9 which includes a Degree or equivalent in Education, Social Work or Community Education or equivalent experience  Experience in developing policy and practise standards with the ability to support translation into practise	✓  ✓	
Contributing to and leading aspects of the Directorate plan ensuring compliance with Positive Destinations and Employability across the workforce and identifying good and effective practice.	Knowledge of current legislative requirements, current policy and practice	✓	

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Setting clear and realistic targets and measure of success, regularly monitoring progress.	Strong analytical and problem-solving skills  Project management skills	✓  ✓	
Prepare and provide regular updated reports on progress to Strategic and local groups for example Education/Multi-disciplinary subgroups or committees with policy recommendations as required.	Report writing skills  Ability to provide a regular and effective service	✓  ✓	

E = Essential Criteria    D = Desirable Criteria

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<p>Leading on the development of activities, resources and materials to support the delivery of collaborative initiatives and multi-disciplinary activities in schools, teams and service both strategically and at a local level</p> <p>Leadership of Early Intervention initiatives with Employability and Work Readiness Supports for Children, Young People and Staff with particular focus on Education.</p>	<p>Experience of continuous improvement, learning and development</p>		
<p>Providing advice and guidance across services identifying priority improvements from both quantitative and qualitative diagnostic information.</p>	<p>Experience of collaborative working</p>	✓	
<p>Leading and contributing to a communication strategy developing sustainable programmes, materials and employability events with children, young people and wider community.</p>	<p>Communication Skills</p> <p>Experience of developing and delivering a participation strategy</p>	✓  ✓	
<p>Developing systems which help inform and improve services through customer/service user knowledge and feedback</p>	<p>Knowledge of systems development</p>	✓	
<p>Representing the service at national and local meetings as delegated by the Positive Destinations/ DYW QIO.</p> <p>Work collaboratively with key partners within the Fife Health and Wellbeing agenda for Children, Young People and Staff</p>	<p>Ability to work under pressure</p> <p>Ability to deal with competing demands</p> <p>Leadership Skills</p>	✓  ✓  ✓	
<p>Contributing to the development of the directorate improvement plan.</p> <p>Implementation of the Employability and Work Readiness Strategy for the authority, including a full and robust review of service requirements and leadership of the strategic development of related early intervention and preventative practice across education teams.</p>	<p>Knowledge and understanding of the drivers impacting on the Education directorate plan</p>	✓	

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Contributing to the development of a self evaluation and monitoring framework which has measurable outcomes	Ability to interrogate data, quality assure and knowledge of self evaluation	✓	
Supporting Third Sector knowledge and awareness of requirements within the context of Employability.	Knowledge of applying research and guidance to inform and improve practise	✓	
Ensuring organisational readiness of Third Sector commissioned services	Knowledge of commissioning requirements and standards	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

### 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:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

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.