



Role Profile

Development Co-ordinator (Health & Wellbeing)

Reference No:	A4059		
Service:	Education		
Job Family:	Education Specialist Support	Grade:	FC9

Purpose

To lead and support the implementation of Education Health & Wellbeing Strategy in raising of standards in line with national priorities, enabling the Education & Children’s Services Directorate to satisfy Scottish Government, Education Scotland and Care Inspectorate 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 Health & Wellbeing areas.

To work across Education & Children’s services to implement Health & Wellbeing improvements within the Education Directorate improvement plan and Children’s Services Plan, working with wider partners.

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
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<p>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</p>	<p>Educated to SCQF level 9 which includes a Degree or equivalent in Education, Social Work or Community Education or equivalent experience</p> <p>Experience in developing policy and practise standards with the ability to support translation into practise</p>	<p>✓</p> <p>✓</p>	
<p>Contributing to and leading aspects of the Directorate plan ensuring compliance with Health & Wellbeing across the workforce and identifying good and effective practise</p>	<p>Knowledge of current legislative requirements, current policy and practice</p>	<p>✓</p>	
<p>Setting clear and realistic targets and measure of success, regularly monitoring progress.</p>	<p>Strong analytical and problem-solving skills</p> <p>Project management skills</p>	<p>✓</p> <p>✓</p>	
<p>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.</p>	<p>Report writing skills</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p>	
<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 Preventative and Early Intervention Health & Wellbeing Supports for Young People, with particular focus on Education</p>	<p>Experience of continuous improvement, learning and development</p>	<p>✓</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>✓</p>	

E = Essential Criteria D = Desirable Criteria

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<p>Leading and contributing to a communication strategy developing the health and wellbeing intranet, materials and health and wellbeing events with children, young people and wider community</p>	<p>Communication Skills</p> <p>Experience of developing and delivering a participation strategy</p>	<p>✓</p> <p>✓</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>✓</p>	
<p>Representing the service at national and local meetings as delegated by the Health & Wellbeing QIO</p> <p>Work collaboratively with key partners within the Fife Health and Wellbeing agenda for Young People and Children</p>	<p>Ability to work under pressure</p> <p>Ability to deal with competing demands</p> <p>Leadership Skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Contributing to the development of the directorate improvement plan</p> <p>Implementation of the Health & Wellbeing 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>	<p>✓</p>	
<p>Contributing to the development of a self evaluation and monitoring framework which has measurable outcomes</p>	<p>Ability to interrogate data, quality assure and knowledge of self evaluation</p>	<p>✓</p>	
<p>Supporting Third Sector knowledge and awareness of requirements within the context of Health & Wellbeing</p>	<p>Knowledge of applying research and guidance to inform and improve practise</p>	<p>✓</p>	

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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:	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>