

Stirling Council

Job Description

This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: Development Officer – Sport, Physical Activity, Food and Healthy Living

Post type: Fixed term- 24 months

Location: Flexible- home/office based

Reports to post (Title): Service Manager- Regeneration and Inclusive Growth

Position Number:

Service: Economic Development and Communities

Date: November 2021

Grading Section

Eval Ref. A3483

Grade: G10

Date. Dec 2021

Section B

ORGANISATIONAL RELATIONSHIP and EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. Also described is responsibility for employees, (if any).

Senior Manager, Economic Development and Communities

Service Manager, Regeneration and Inclusive Growth

Development Officer- Sport, physical activity, food and healthy living

The Development Officer will report to the Service Manager, Regeneration and Inclusive Growth. .

The post-holder does not have day-to-day management responsibility for other staff or budgets, but will be required to work within a partnership setting supporting the collaborative delivery of shared strategies and approaches.

Section C

PRINCIPAL PURPOSE and OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

This post will support the implementation of the Sport, Physical Activity and Healthy Living Strategy and the Food Framework. The post will work with the partner lead of the Sport, Physical Activity and Healthy Living Strategy to ensure review and implementation and performance monitoring post pandemic.

The post will also support the associated healthy living priority of building food security. The post will support the integration of the Council's strategic approach to food and drink by bringing together a single implementation work stream for the Food Framework, the Community Growing Strategy and Stirling's Alive with Food and Drink.

The post holder will work with third sector partners to develop and lead the Stirling Food Partnership and ensure the delivery of activity required to gain Sustainable Food Place accreditation for Stirling.

Section D

MAIN DUTIES and RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

Sport, physical activity and Healthy Living Strategy

- Work with the Partnership lead to deliver a Strategy performance review and updated delivery plan reflecting the impact of the pandemic
- Provide a single operational point of contact for Active Stirling and McLaren Community Leisure Centre
- Support the Service Manager in the contractual management with Active Stirling and McLaren Community Leisure Centre
- Work with the Service Manager and Council colleagues to review and renew the full contractual arrangements with McLaren Community Leisure Centre
- Work with Partnership lead to ensure the delivery of identified changing lives through sport and physical activity priorities within the Locality Action Plan Programme Resource Plan
- Lead the Council contribution to the partnership activity with Scottish Sports Futures

- Work with economic development colleagues; Active Stirling and other key partners including Loch Lomond and the Trossachs National Park to rebuild sporting events across the Council area

Food Framework

- Work with Council Services to deliver a single strategic vision, action set and performance framework based on existing separate but linked strategies including the Food Framework and the Community Growing Strategy
- Work with Forth Environment Link to support the renewal of the Stirling Food Partnership
- Develop the necessary evidence to secure Sustainable Food Places accreditation for Stirling
- Represent Stirling Council in the wider Forth Valley Food System discussion and lead action delivery
- Work within the Locality Action Plan process to lead a partnership response to food insecurity

Community Planning

- Contribute to the development of a refreshed Stirling Plan and associated strategies where appropriate
- Support the delivery of performance indicators in the Stirling Plan and work with partners to progress the commitments outlined in the resource plan where appropriate.
- Build effective relationships with organisations and key individuals and encourage collective ownership of the community planning agenda in areas where there are cross cutting themes.
- Support the co-ordination, collection, analysis, interpretation, presentation and dissemination of information pertinent to the Community Planning Partnerships objectives and outcomes.
- Collate information to assist the Service Manager to monitor progress towards outcomes. This would include research, analysis, drafting, preparation and presentation of briefings and reports.
- Maximise opportunities for collaborative activity across related community planning thematic groups.

Any other duties that commensurate with the grade and the post.

Section E

RESPONSIBILITY for PHYSICAL ASSETS, DATA and FINANCE

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control / procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding / monitoring / cash handling.

- Personal responsibility for taking care of self, customers, contractors and others and must comply with all relevant Health and Safety legislation.
- Retain personal and partnership documents, data, contacts, communications and performance information in accordance with record management processes and Data Protection legislation.

Section F

COMMUNICATIONS SKILLS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

The post holder will require a high degree of interpersonal skills and the ability to engage with people at various levels of the Council and its partners to advise on matters related to the remit of the post. The post holder will be required to work collaboratively and engage with other Council Services and Community Planning Partners to build effective working relationships.

Regular contacts may include:

Internal: Staff across all areas of the Council.

External: Active Stirling, McLaren Community Leisure Centre, NHS Forth Valley, Stirlingshire Voluntary Enterprise, Forth Environment Link, sportscotland, Scottish Sports Futures, Nourish Scotland

Post holder will also be expected to regularly exchange information with colleagues including written and verbal information. This will involve the use of Microsoft Teams, email, telephone and limited face-to-face meetings.

The post holder may be asked to seek information from partners and collate this for further use.

The post holder may be asked to present information in a variety of formats (e.g. presentations, written reports).

Section G MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The post holder should:

- Demonstrate creative and analytical thinking.
- Concentrate on actions that are in line with the strategic direction of the Council within a partnership framework.
- Focus strategies, plans and priorities on identified need.
- Demonstrate an ability to manage and prioritise constant and often complex or conflicting demands.
- Be able to set targets and allocate workload using SMART principles.
- Be able to analyse and assess performance.
- Be able to coordinate activity to ensure that key goals, targets and deadlines are met.
- Identify obstacles to progress early and act openly and professionally to resolve issues or tensions.
- Embrace change and innovation and take positive steps to implement improvements in service delivery.
- Apply technical, operational or specialist skills as required.
- Be able to project plan, cost activities and use business management tools.
- Demonstrate an appetite for continuous professional and personal development.
- Promote and drive continuous improvement in working practices and take action to manage performance below the required standards fairly, supportively, proportionately and promptly.
- Improve performance by benchmarking and networking to capitalise best practice from other areas.
- Take an objective, empathetic and intelligence led approach to emotive and complex issues.

- Be able to work flexibly across the service to meet business needs and service demands.

Section H

WORKING ENVIRONMENT and PHYSICAL EFFORT

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

The post is likely to be mainly home based in line with the ongoing COVID restrictions and the Council's move to flexible working. Occasional evening and weekend work may be required.

A laptop computer and personal issue mobile phone is provided for business purposes,

Section I

KNOWLEDGE and SKILLS

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential:

- Educated to degree level or have considerable professional experience of working within a relevant context.
- In depth knowledge of the relevant local and national policy context
- Experience of working in partnership with a range of statutory, voluntary and community organisations.
- Experience of developing and implementing strategic plans with an understanding of the strategic planning process
- Experience of writing clear and concise reports and briefings for varied audiences.
- Experience of undertaking analysis, research and/or consultations.
- Experience of managing projects or initiatives within tight deadlines.
- Strong organisational skills and an ability to prioritise workload.
- Clear and effective communicator.
- Excellent negotiator.
- Must possess high levels of integrity and professional standards.
- Understanding of equality, diversity and a gendered approach.
- Ability to consult, listen and act on feedback.
- Ability to build positive relationships and work as part of a team.
- Ability to work independently and innovatively.
- Ability to develop and draw on a network of specialist contacts.
- Ability to problem solve, apply sound judgement and decision making.

Desirable:

- Experience of producing briefings, and communications to various audiences.
- Experience of community or third sector engagement.
- Full driving licence.