

<b>SKILLS FRAMEWORK FOR SOCIAL SERVICE SKILLS MAP - SENIOR DIRECTOR / DIRECTOR</b>		
Sector	Social Service	
Track	Social Work	
Sub-track	Policies and Legislation	
Occupation	Policy Officer	
Job Role	Senior Director / Director	
Job Role Description	<p>The Senior Director/Director leads the organisation in formulating, developing, implementing and evaluating policies. He/She drives the policy planning processes within the organisation. He reviews policies in relation to other policies, legislations and programmes. He leads discussions on policy operationalisation and oversees key policy perspectives sharing across the sector.</p> <p>A highly experienced staff who is insightful, decisive and possesses strong leadership and management skills, the Senior Director/Director works in schools, ministries and institutional settings.</p>	
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks
	Formulate policies	Drive the policy planning processes to ensure relevance to current policy initiatives
		Direct the department in environmental scans, research studies and analysis and sharing of findings
		Guide the formulation of strategic planning frameworks for the sector
		Commission research studies relating to the regional or global community to ascertain the social impact on Singapore
	Develop policies	Review policies for relevance to whole-of-government perspectives and the long-term implications
		Drive consensus on policy issues amongst relevant policy stakeholders and influencers
		Engage with key stakeholders during consultation sessions to integrate perspectives into policy development processes
		Present policies for legislative approval
	Implement policies	Lead discussions to operationalise policies and ensure alignment of community development or community action initiatives to policy intent
		Devise engagement strategies with stakeholders involved in policy implementation
		Act as a proponent for intended policy benefits at leadership level of the social service sector
		Approve the amount of resources required for policy implementation
		Review capacity-building initiatives, taking into consideration inter- and intra-ministry priorities
	Evaluate policies	Oversee consultations across ministries and sectors
		Review proposed policy feedback mechanisms to assess effectiveness of policies and programmes

	Initiate review of policies and services in response to or anticipation of underlying political and economic considerations and constraints			
<b>Skills &amp; Competencies</b>	Technical Skills & Competencies		Generic Skills & Competencies	
	Collaborative Practices Across Disciplines and Sectors	Level 6	Leadership	Advanced
	Diversity Awareness and Management	Level 6	Transdisciplinary Thinking	Advanced
	Emergency Response and Crisis Management	Level 6	Global Mindset	Advanced
	Ethics, Values and Legislation	Level 6	Decision Making	Advanced
	Reflexive Practice	Level 6	Managing Diversity	Advanced
	Resilience and Self-Care	Level 6		
	Social Policy Development	Level 6		
	Social Policy Evaluation	Level 6		
	Social Policy Formulation	Level 6		
	Social Policy Implementation	Level 6		
	Social Sector Policy Influence	Level 6		
	Stakeholder Management	Level 6		
Trends Evaluation and Application	Level 6			
<b>Programme Listing</b>	For a list of Training Programmes available for the Social Service sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/social-service">www.skillsfuture.sg/skills-framework/social-service</a>			