

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Social Care Workforce Development Team
POST:	Workforce Development Officer
GRADE OF POST:	GR12
RESPONSIBLE TO:	Workforce Development Lead Officer

JOB PURPOSE:

To work with Managers and staff across the Adult Social Care service area and independent and third sector providers of care and support services for Adults to establish a continuum of learning for social care staff and social workers, from induction through to continuous professional development.

To work collaboratively with stakeholders and partners both internally and externally to ensure workforce development is delivering responsively to support the achievement of positive outcomes for individuals and carers who access care and support. And to involve individuals and carers in the identification, design, and delivery of learning opportunities.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Produce and consult on the Adult Social Care Learning Needs Analysis in collaboration with managers and staff, to build a core learning and development offer for the adult social care workforce.
- Contribute to the development of the Cwm Taf Morgannwg Regional Social Care Workforce Development Strategy and annual workplan.
- Develop a Directorate learning and development plan for the area of responsibility ensuring that all learning interventions met the needs of the service and any legislative or regulatory requirements.
- Design, deliver and evaluate high quality and high impact learning and development opportunities for individuals and teams across the Directorate and the wider social care sector, using a blended approach.
- Work collaboratively with the wider Social Care Workforce Development Team to plan, organise and administer all development activities, ensuring all activities are setup and recorded on the Learning Management System and communicated through appropriate channels.
- In compliance with Social Care Wales requirements, monitor statistical data around bookings, attendance, and feedback on training activities, to inform future learning needs.
- Manage external agency and supplier relationships, ensuring all learning material, resources, delivery of commissioned sessions are of high quality and value for money, delivered according to the agreed contract, meet the needs identified, and are monitored and evaluated regularly.
- Develop and maintain a network of internal and external colleagues, including Higher and Further Education Institutions, Vocational

Qualification Providers, and training partners across Wales, with whom to seek and share expertise and develop practice.

- Support the learning and development of social care staff, social work students and qualified social workers, providing learning, mentoring and assessment as required.
- Provide advice and guidance to Social Care managers and colleagues on appropriate learning & development opportunities
- Contribute to projects and initiatives focused on the improving the performance and competency of staff across the social services directorate and wider social care sector
- Maintain knowledge of area of practice as well as the latest learning and development techniques.
- Represent the Local Authority at local, regional and national fora where required

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

Workforce Development Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • A relevant Social work qualification e.g. DiPSW / BSc or MA Social Work or a relevant vocational Health and Social Care Diploma at Level 4 e.g. City and Guilds Level 4 Professional Practice in Health and Social Care or NVQ 4 Health and Social Care (Adults). • Registration as a Social Worker, Social Care Worker/Residential Manager with Social Care Wales. • Practice Educator qualification e.g Enabling Practice / D32/A1/ TAQA. • A relevant qualification in learning and development e.g., EATS, Preparing to teach in the lifelong learning sector / Level 3 Award in Education and Training, PGCE / Certificate of Education Post Compulsory Education & Training (<i>can be obtained when in post</i>). • Registration with the Education Workforce Council (<i>upon employment</i>). 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Minimum of three years post-qualifying social work experience within a statutory social care setting. • Social Care knowledge to include current legislation, regulations, guidance and standards and practice and the research that underpins this. • Experience of promoting, developing, delivering presentations and/or training to a wide range of audiences. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Knowledge & Experience (continued)	<ul style="list-style-type: none"> • Experience of assessing / mentoring social care workers / social work students / social workers undertaking qualifying and post qualification programmes of study. • Understanding of qualifying and post qualifying frameworks for social care and social work. • Knowledge of the Social Care Wales Qualification Framework for the Social Care Sector in Wales. • Experience of representing an organisation and presenting information in a multi-agency setting. • Knowledge of budget management and budget monitoring processes 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>
Skills & Personal Qualities	<ul style="list-style-type: none"> • Proactive and self-motivated, to identify key priorities for self. Managing own workload, responding flexibly and constructively to conflicting priorities and pressures. • Able to select the most appropriate communication style, approach, and channel to ensure information is focussed and understood by the intended audience. • Ability to offer professional guidance and advice to staff on learning and development matters. • Ability to make decisions to meet service demands and innovative solutions. • Able to think broadly and plan strategically; including being able to operate effectively in a complex and dynamic political environment. • Able to analyse and evaluate information and make sound and timely decisions and judgements. 	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Skills & Personal Qualities (continued)	<ul style="list-style-type: none"> • Competent at using ICT to include Microsoft applications, and online platforms such as Teams and Zoom, and have the ability to facilitate remote learning. • Ability to form constructive working relationships with internal and external colleagues and stakeholders. • Ability to drive / travel throughout the county borough or between locations as appropriate. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

Bridgend County Borough Council

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

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