

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Social Care Workforce Development & Quality Assurance Improvement
POST:	Workforce Development Lead Officer
GRADE OF POST:	GR13
RESPONSIBLE TO:	Workforce Development Manager

JOB PURPOSE:

To lead on the development of the Childrens / Adults social care training, offer and develop and deliver in key areas to improve practice across the whole social care sector.

To assist the Workforce Development Manager with the co-ordination and operational management of the Social Care Workforce Development Service in providing a high quality service.

To provide advice, guidance and consultation to Directorate staff and independent and third sector agencies regarding workforce development and learning opportunities in line with adherence to the requirements of Social Care Wales Workforce Development Programme, local, regional and national priorities.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To support the Workforce Development Manager in the delivery of the priorities set out within the Social Care Workforce Development Programme and to contribute to an annual Workforce Development Plan that ensures the key strategic objectives are delivered.
- To work collaboratively with stakeholders and partners both internally and externally to ensure workforce development is delivering responsively to ensure positive outcomes for individuals and carers who access care and support. Involve individuals and carers in the identification, design and delivery of learning opportunities.
- 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.
- Evaluate the impact of programmes, identifying resulting additional issues, risks and areas for development as they arise, and recommending appropriate action and proposals for change, in order to maximise the long-term effectiveness of individual programmes to the organisation.
- Effectively manage designated resources including financial management of delegated budgets and grant funds.

- Deputise for the Workforce Development Manager, assuming delegated responsibility for progressing initiatives, attendance at senior management meetings, attendance at Regional or National fora and Social Care Wales meetings.
- Initiate and deliver projects and initiatives focused on improving the performance and professional development of staff across the directorate.
- Lead on the development and maintenance of on-line resources including practice guidance. Contribute to the research, development, implementation and review of policy and procedures within the directorate and with other partners and agencies as necessary.
- Role model and advocate a commitment to continuing professional development; ensuring the workforce development team maintains professional standards and keeps up to date with relevant emerging national and best workforce development practice.
- Line management of the Social Services Practitioner Apprentice and supervision of other Social Care Workforce Development Team staff.
- To research, collate and disseminate good practice across the social care field, to staff, senior officers, members, other relevant stakeholders.

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 Lead 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"> • Social work qualification together with registration with Social Care Wales. • Educated to Masters level or equivalent. • An appropriate management qualification and/or training or an ability to demonstrate competence through experience. • A relevant qualification in learning and development e.g. EATS/PTLLS/PGCE. • Registration with the Education Workforce Council. • Evidence of continued professional development. 	<p>Yes</p> <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"> • Significant post qualifying social work experience in a statutory social care setting . • Knowledge of methods to help others learn and to improve practice at an individual and service level. • Social Care knowledge to include current legislation, regulations, guidance and standards and practice and the research that underpins this. • A proven track record in a supervisory capacity, coaching, mentoring, or training role. • Experience of promoting, developing, delivering presentations and training to a wide range of audiences. • Experience of assessing / mentoring social work students/ social workers undertaking post qualification programmes. 	<p>Yes</p> <p>Yes</p> <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">• Ability to communicate the objectives of a project, progress and monitor achievement of deliverables and engage with colleagues to meet deadlines. platforms such as Teams.• Ability to offer professional guidance and advice to staff on learning and development matters.• The ability to communicate through the medium of Welsh.		Interview, application form, and selection process.
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Bridgend County Borough Council

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



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