



www.bridgend.gov.uk

### **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.

## **Bridgend County Borough Council**

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



www.bridgend.gov.uk

- 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).

www.bridgend.gov.uk



## **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	Social work qualification together with registration with Social Care Wales.	Yes	Production of original Qualification Certificates and
	Educated to Masters level or equivalent.	Yes	application form.
	An appropriate management qualification and/or training or an ability to demonstrate	Yes	
	<ul> <li>competence through experience.</li> <li>A relevant qualification in learning and development e.g. EATS/PTLLS/PGCE.</li> </ul>	Yes	
	<ul> <li>Registration with the Education Workforce Council.</li> <li>Evidence of continued professional development.</li> </ul>		
Knowledge & Experience	Significant post qualifying social work experience in a statutory social care setting .	Yes	Interview, application form, and selection process.
	Knowledge of methods to help others learn and to improve practice at an individual and service level.	Yes	
	Social Care knowledge to include current legislation, regulations, guidance and standards and practice and the research that underpins this.	Yes	
	A proven track record in a supervisory capacity, coaching, mentoring, or training role.	Yes	
	<ul> <li>Experience of promoting, developing, delivering presentations and training to a wide range of audiences.</li> </ul>	Yes	
	<ul> <li>Experience of assessing / mentoring social work students/ social workers undertaking post qualification programmes.</li> </ul>	Yes	



www.bridgend.gov.uk

Knowledge & Experience (ctd.)	<ul> <li>Experience of representing an organisation and presenting information in a multi-agency setting.</li> <li>Experience of reviewing existing policies and practices and contributing to the development and implementing of new policy developments.</li> <li>Knowledge of procedures and regulations relating to the management of Social Services e.g. budgeting and other financial procedures, personnel procedures and contracting procedures.</li> <li>Management of physical and financial resources.</li> </ul>		Interview, application form, and selection process.
Skills & Personal Qualities	<ul> <li>Proactive and self-motivated, to identify key priorities for self and others. Managing own workload, responding flexibly and constructively to conflicting priorities and pressures.</li> <li>Ability to make decisions to meet service demands and innovative solutions.</li> <li>Able to select the most</li> </ul>	Yes	Interview, application form, and selection process.
	<ul> <li>Able to select the most appropriate communication style, approach and channel to ensure information is focused and understood by the intended audience.</li> <li>Ability to undertake work related research.</li> <li>Able to think broadly and plan strategically; including being able to operate effectively in a complex and dynamic political environment.</li> <li>Able to analyse and evaluate information and make sound and timely decisions and judgements.</li> <li>Competent at using ICT to include Microsoft applications and to facilitate remote learning.</li> <li>Ability to form constructive working relationships with internal and external colleagues and stakeholders.</li> </ul>	Yes	



www.bridgend.gov.uk

Skills &	Ability to communicate the     Ability to communicate the	Interview, application
Personal Qualities	objectives of a project, progress and monitor achievement of deliverables and engage with colleagues to meet deadlines. platforms such as Teams.	form, and selection process.
	<ul> <li>Ability to offer professional guidance and advice to staff on learning and development matters.</li> <li>The ability to communicate through the medium of Welsh.</li> </ul>	



www.bridgend.gov.uk