

Role Profile

Post Title:	Learning and Development Adviser (HSCP)
Grade:	10
Date Created:	29th August 2020

ROLE DEFINITION

To assist in the planning, design, preparation and delivery of training, learning and development within the Health & Social Care Partnership and partner agencies in the statutory and third sectors.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Manage/deliver the Service in accordance with the Council's corporate policies and procedures and relevant strategy provision.
- Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Strategic Priorities within the Council Plan and contributes to the production of Directorate Plans.
- Manage and monitor Capital and Revenue budgets as assigned and contribute to budget development.
- Lead, or contribute to, the preparation of cross-service business development plans, as required.
- Ensure the effective management and leadership of employees, where appropriate.
- Prepare and co-ordinate reports for the Council, its Committees or working parties and to attend these meetings as required.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Establish and maintain regular contact with Managers at relevant levels to identify training needs of staff.



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- Identify learning needs of staff in accordance with regulatory requirements and through Learning Needs Analysis and advise management accordingly.
- Assist with the formulation and implementation of the annual Operational Plan and attendant training calendar for Social Services.
- Plan, design, participate and deliver training programmes and learning events.
- Undertake administrative duties associated with the efficient delivery of training events.
- Monitor, evaluate and quality assure internal and external training courses and events and report back to managers as appropriate.
- Monitor staff training records as appropriate.
- Assist in the work connected with the provision of Practice Learning Opportunities for HNC students as required.
- Disseminate information to relevant staff regarding external events, ensuring the attendant processes are executed to allow nominated staff to attend.
- Develop and maintain links with other agencies and authorities to establish joint training initiatives as appropriate.
- Promote and raise awareness of the service, as well as demonstrate good practice to colleagues within the Service and across agency boundaries.
- Maintain accountability for won competency and performance, participate in critical analysis of personal practice and performance in consultation with the Line Manager.
- Ensure adherence to won continuous personal development as identified and in line with regulatory requirements.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	- Degree in Social Work or equivalent OR equivalent experience - Ability to undertake the Professional Development Award in Practice Learning	Postgraduate qualification in a relevant discipline or equivalent	- Application Form - Interview
Experience	- Post qualifying Social Work experience - Understanding of Child and Adult Protection issues - Managing resources and working in partnership across service sections and agency boundaries	- Delivering training to others - Budget management - Post qualifying experience in planning and delivering evidence-based support	- Application Form - References - Interview
Specialist Knowledge	- Policies, legislative and regulatory requirements of Social Services - ICT applications and developments - Understanding of issues which affect service users and / or carers	- Awareness of NAC policies and procedures - Knowledge and understanding of the Protection of Vulnerable Groups	- Application Form - Interview - Pre/Post-Interview Check (if appropriate)
Skills and Abilities	Apply theory into practice	Motivate and inspire others	- Application Form - References



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	• Written and verbal communication skills • Interpersonal, organisational and networking skills • Work under pressure and meet deadlines		• Interview
Other	• Registered members, or in the process of registering with the SSSC • Ability to work flexibly	•	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
Focus we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
Passion we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
Inspiration we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

