JOB OUTLINE	
JOB TITLE: Senior Workforce Development Officer	**JET CODE: 6118**
DIVISION: Education & Children's Services	
SERVICE/BUSINESS UNIT: Long Term Support Services	
REPORTING TO: Service Improvement Officer – Children (Social Work) Services	
RESPONSIBLE FOR: N/A	

JOB PURPOSE:

Responsible for the planning and provision of workforce development within Children's Services, in line with the key service priorities. This involves leading on the strategic planning, co-ordination, implementation and evaluation of learning and development in accordance with Scottish Social Services Council registration requirements.

Lead on driving and maintaining a learning culture that promotes promoting resilience and lifelong learning to ensure the best possible outcomes for our children, young people and families in East Lothian

MAIN DUTIES:

Lead on the production of a workforce development plan in collaboration with Service Managers, staff, service users in providing information and evidence of need and impact.

Work in partnership to implement 'The Promise' and support the continued development of GIRFEC as well as other national and local drivers.

Ensure the workforce is informed and supported in relation to on-going evidence informed practice and knowledge, new legislation, local & national policy drivers.

Consult with stake holders and colleagues to plan, develop and deliver a wide range of learning and development opportunities.

Promote Leadership at all levels within the service.

Work with management in engaging staff to drive our service priorities forward Including:

- Improving the balance of care
- Implement and sustain a systematic approach to self-evaluation, performance management and quality assurance (care governance)
- Build capacity in internal care resources
- Maintain a confident, skilled and supported workforce
- Practice shift to early intervention/prevention

Contribute to the development and implementation of policy, practice and guidance on learning and development within the Service.

Support and promote learning and development opportunities for Children's Service workforce to meet the needs of the Service, and contribute to the wider needs of the Council.

Advise staff and management on qualifying and post-qualifying requirements in Children's Services to ensure that staff meet SSSC Registration standards

Plan, prepare and directly deliver learning and development events and programmes and, where required, commission external providers with specific expertise.

Support the implementation of Signs of Safety and Safe and Together approaches across the service and partner agencies.

Plan, design and deliver a robust supportive and informative programme for Newly Qualified Social Workers.

Monitor, evaluate and report on outcomes impact of learning and development activity.

Contribute to East Lothian Council workforce planning.

Work with other partner agencies to maintain, co-ordinate and implement relevant learning and development.

Support succession planning through Social Work focussed mentoring and coaching of Family Support Workers through the Open University social work qualification route.

Implement the practice learning strategy which involves:

- Recruit and assess practice development advisors as link workers and practice teachers.
- Provide support to link workers and practice teachers.
- Provide practice placements (where appropriate) as a qualified practice teacher.
- Liaise with local Universities in relation to the planning, co-ordinating and development of practice placements for social work students.

Represent the Service at relevant local, national and regional forums

Jobholder will be a practice assessor

Jobholder will be required to deliver training

It is the jobholders responsibility to maintain the employee development and training records

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience: -

- Approved Social Work Qualification
- Social Work Practice Teacher accreditation or Certificate in Child Protection

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- **SSSC registration** is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration as soon as possible and this must be **achieved within six months of your start date**. – Qualified social worker in children's social work team

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Approved Social Work Qualification. Social Work Practice Teacher accreditation or Certificate in Child Protection and commitment to work towards Practice Teacher accreditation. PVG Membership for Children and Adults is an essential requirement of this role. SSC Registration is an essential requirement of this role.	Training and Development qualification.
Previous Experience (Paid & Voluntary Work)	Clear track record in social work/social care settings. Direct involvement in the provision of social work/social care training and development. Experience as practitioner of service user assessment, planning and review of outcomes	Experience as a social work Practice Teacher. Operational experience in Children's Services. Training and development in Children's Services Budgetary monitoring
Knowledge/ Skills /Competencies	Full current driving licence and access to a vehicle. Knowledge of social work qualifying and post-qualifying awards system. An in-depth understanding of the processes relating to social work,	Knowledge and understanding of underpinning relevant legislation. An awareness and

	practice teaching and the organisation and delivery of student placements. An awareness of current developments in social work education. Knowledge of social work services. An understanding of equalities legislation, policies and best practice guidance. Effective verbal and written skills, including report writing skills. Ability to establish and develop positive working relationships with colleagues. Ability to negotiate effectively with external training providers. Ability to develop and deliver multi-agency learning and development initiatives with partners. Skills in carrying out self- evaluation and monitoring processes. Skilled user of Microsoft Office suite (Word, Excel, Outlook etc)	understanding of the challenges facing children's services and the key policy drivers for change and their implications. Understanding of the importance of change management. Knowledge of project management tools and techniques.
Personal Qualities	Reliable Trust worthy Enthusiastic Creative Able to cope with pressure Able to work to deadlines Commitment to team working Able to work independently and use own initiative	

	Adaptable Flexible Innovative Responsive Motivating Quick learner	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	