FALKIRK COUNCIL

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council of the future

Job Profile

Job Title:	Training Officer - Adult Services
Reporting to:	Learning and Development Manager (Adults Services)
Responsible for Line Management of:	N/A
Your Job is to:	• Regularly deliver Moving and Handling of People and Positive Behaviour Support alongside training that meets the needs of the adult social care workforce. • Design, develop, deliver and evaluate training in collaboration with services and colleagues within the workforce development team.
Grade:	I

What you will do :

Job Specific Tasks

1. Liaise with staff, local agencies and educational institutions and to assist in the design and delivery of learning and development programmes.
2. Provide consultation for employees involved in occupational, vocational, qualifying and post qualifying training.
3. Contribute to the professional development of all adult social work service employees, social work and social care students on placement and the development of the residential and day care services by providing high quality learning and development opportunities.
4. Contribute to the development of services through consultation and collaboration with employees with the aim of organising, designing and delivering appropriate learning and development programmes.
5. Consultation and collaboration with training and workforce development team colleagues to ensure that the service provides a comprehensive and effective learning and development programme.
6. Evaluation of external courses and learning and development opportunities which may be available to meet the needs of specialist workers.
7. Support the organisation and administration of training in relation to Behaviour Support, Moving and Handling, Reablement and other Health and Safety related issues.

8. Represent as necessary, the interests and responsibilities of Falkirk Council and Health and Social Care Partnership in the planning and delivery of learning and development programmes to inter-agency and consortium networks.
9. Take reasonable care for your own health and safety and that of others whilst at work and co-operate with Managers and the Council Health and Social Care Partnership in order to comply with safety regulations and service Health and Safety Policy.
10. Accept responsibility for continuous professional development through participation in supervision and attendance at appropriate learning and development events.

Training Officer

Job Demands

1. You will be office based with travel between locations.
2. You will be required to plan and organise your own workload.
3. You will be required to contribute to development of plans and strategies.
4. You will be required to work to deadlines.
5. You will be responsible for contributing to the development of policies and strategies.
6. You will regularly be responsible for cash handling or processing financial transactions such as invoices
7. You will be required to deliver training courses.
8. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
9. You will apply and ensure adherence to regulations or Council policy
10. You will be required to provide advice, guidance or personal services to individuals or groups
11. You will be responsible for the development and management of information.
12. You will be responsible for moderately expensive equipment.
13. You must be mobile throughout the Council.
14. You will be required to use your own initiative.
15. You will be required to exercise sound professional judgement.
16. You will be required to maintain up to date knowledge of relevant legislation.
17. You will occasionally be required to work out-with normal office hours.
18. You will be required to maintain confidentiality at all times.
19. You will be required to work as part of a team.

Training Officer

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Degree in Social Work, Occupational Therapy, Nursing or equivalent • Membership of SSSC or relevant body if OT, Nurse • Gain/maintain PVG membership for working with adults.	• Moving and Handling of People accreditation • Training/Learning and Development Qualification	Application Form Interview Qualification
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Presentation skills • Organisational skills • Analytical skills • Experience working with adult care groups. • Experience in data protection legislation. • Knowledge of Community care legislation. • Experience of adult support and protection legislation. • Experience following national guidelines. • Experience using MS office packages. • Experience working in a care setting. • Experience working in a community setting. • Delivering learning and development to different groups • Experience of Moving and Handling of people. • Ability and flexibility to travel around the Forth Valley area to deliver training. • Ability to physically deliver and demonstrate moving and handling techniques. • Direct experience of working in a social care/social work/health or OT environment.	• Experience of building relationships within a multi-disciplinary setting. • Knowledge of Positive Behaviour Support strategies and least restrictive interventions. • Enhanced digital skills	Application Form Interview Qualification
