



<b>Job description</b>	
<b>Job title</b>	Senior Workforce Development Practitioner (Social Care )
<b>Pay Band</b>	O
<b>Directorate</b>	Resources
<b>Section/team</b>	Workforce Development
<b>Accountable to</b>	Workforce Development Manager
<b>Responsible for</b>	Workforce Development programmes ( Social Care )
<b>Date reviewed</b>	28 <sup>th</sup> January 21

### **Purpose of the Job**

Reports to the Workforce Development Manager, responsible for the implementation of the plans and actions associated with workforce development staff with specific responsibility for social care workforce development. Thereby supporting the delivery of the council's corporate plan and other corporate strategies and plans to support the delivery of the council's priorities.

### **Duties and Responsibilities**

The post holder will be responsible for the planning and design and delivery of development actions are planned in a timely and cost effective way.

They will be responsible for the learning and development of the Social Care workforce, including NAAS programme, ASYE, Step Up, Students and Practice Educators.

The post holder will also be responsible for ensuring productive relationships internally and externally upholding the principles of Knowsley Better Together. This will involve collaboration and effective joint working between the council and those organisations

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### **SERVICE DEVELOPMENT**

1. In respect of the Council Corporate Plan and workforce development strategies and plans to contribute to the councils strategic aims by planning, delivering where necessary, commissioning, workforce and organisational development actions that our cost effective and suitable.



2. To lead on specific workforce development within Childrens and Adults Social care and other plans in the council as determined.
3. Where appropriate link the councils workforce development plans to the borough and partners plus City Region and the Northwest.
4. Align the council's planning, and performance management framework, develop plans and support corporate systems, such as workforce planning, Workforce development plans and the My Time scheme.
5. To ensure all workforce development actions support the council's staff qualities
6. To evaluate and measure the impact of workforce development actions and their contribution to the corporate plan.
7. To engage with internal stakeholders, to plan and coordinate activities contributing to the councils strategic aims. Especially in relation Social care.
8. To engage with external stakeholders, including educational institutions, private, community, faith and social enterprises.
9. To develop and monitor systems to monitor, measure and improve performance, both at team, service and council level and meet both internal and external standard relating to any inspections and the requirements of awarding bodies.
10. To assist Senior Officers in working corporately and strategically with colleagues from other services of the council as well as collaboration with external partners and organisations on any projects or initiatives assigned.
11. To develop and maintain relationships with elected members and enable them to understand and effectively contribute to workforce development strategic aims.
12. To lead on Social Care workforce development i.e. NAAS, ASYE, Social Work Students, Practice Educators etc support Principal Social Workers in maintaining and improving standards of social work across the authority
13. To maintain and grow relationships with Higher Education Institutions, regional networks and City Region partnerships to improve on Social care standards. Contribute on all corporate and other sector specific standards.
14. To research, understand, and propose plans to respond to relevant legislative changes to meet relevant statutory requirements.
15. To research, understand and report national and local policy related to the performance of the council and or relevant professional groups.
16. To play an active part in achieving continuous improvement across all areas of HR, including the fulfilment of none Workforce development activities were necessary.
17. To manage and maintain their own continuous professional development to maintain profession standards and practice.
18. To comply with the council's standing orders, financial procedure rules and contract procedure rules.



## **POLICY & STRATEGY**

1. To take an enabling role in developing and delivering the HR & WD service plan and associated work streams
2. To take a lead role in the review and development of HR policies, with particular emphasis on Social Care and People Development & Engagement
3. To lead on the promotion and engagement of staff in Social Care Workforce Development.
4. To ensure Workforce Development information systems work effectively and we are capable of producing the required information accurately and on time.

### **Health and Safety**

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.