



Person specification			
Post title	Senior Workforce Development Practitioner	Pay Band	O
Service Area	Resources	Section/team	Workforce Development

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Extensive Knowledge and experience in Human Resources or Organisational/ Workforce Development including policy development to meet local workforce development priorities	Essential	A, I.
S2	Knowledge and understanding of Social Care workforce development priorities	Essential	A.I.
S3	Extensive knowledge and experience of workforce development and workforce management systems and e-learning platforms.	Essential	A.I.
S4	Experience of Microsoft office applications, windows 365 and Teams applications	Essential	A.I.
S5	Experience and ability to manage and make effective use of workforce development staff working on multiply projects. As well as managing technological and physical resources.	Essential	A.I.
S6	Experience of successfully leading workforce development projects to meet the required outcomes for organisational improvement.	Essential	I.P.
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A.I.
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A.I.
P3	A demonstrable willingness to share information and work with other people.	Essential	A.I.

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P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A.I.
P5	Ability to prioritise and organise plans and workload to meet demands and at times different priorities	Essential	.I.
P6	Ability to respond to change, undertake research and development initiative plans and solutions	Essential	I.P.
Communication			
C1	Excellent presentation, data analysis and communication skills to a wide range of audiences	Essential	A.I. P.
C2	Ability to maintain effective productive relationships with internal and external stakeholders	Essential	A.I.
Qualifications			
Q1	Chartered Institute of Personal Development level 5 (CIPD) or equivalent and evidence of continuous professional development	Essential	A.
Q2	Member of the Chartered Institute of Professional Development	Desirable	A
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities Ability to use equipment as instructed and trained	Essential	.I.

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
12.2.2021	Maureen A. Keegan	Workforce Development Manager

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification

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