



Person specification			
Post title	Workforce Development Practitioner	Grade	Pay Band K [SCP 35-37]
Service Area	Resources	Section/team	Workforce Development/ HR

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Knowledge and experience Workforce Development (with focus on Social Care Workforce Development)	Essential	A.I.
S2	Knowledge and experience of policy development, legislation, regulations and contributions to national, regional and local workforce priorities with focus on social care	Essential	A.I.
S3	Knowledge and experience / willing to be trained to support workforce development assessments/ centre	Essential	A.I.
S3	Ability to respond to change, undertake research and develop ideas and solutions	Essential	A.I.
S4	Ability to prioritise and organise plans and workload to meet demands and at times different priorities	Essential	A.I.
S5	Good Knowledge and experience of workforce development information management systems	Essential	A.I.
S6	Knowledge and experience of e-authorising / willing to be trained	Desirable	A.I.
S8	Ability to work on a council wide basis, and take a knowsley” better together” approach to achieve the organisations agreed outcomes	Essential	A.I.
S9	Recognises and responds to the need for change and develops innovative solutions	Essential	A.I.

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S10	Ability to recognise politically sensitive issues / corporate risks	Essential	A.I.
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
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 use a collaborative approach	Essential	A.I.
P6	Ability to work in teams, matrix working and demonstrate a flexible and creative approach	Essential	A.I.
P7	Is accurate, consistent and reliable	Essential	A.
Communication			
C1	Ability to maintain effective relationships with external and internal stakeholders	Essential	A.I
C2	Presentation, oral and written communication skills appropriate for different stakeholders	Essential	A.I
C3	Ability to motivate and encourage the development of others	Essential	A.I
Qualifications			
Q1	CIPD Level 3 Qualification/ Certificate, HCPC registration or equivalent training qualification or experience and evidence of continuous professional development	Essential	A
Q2	Chartered Member of CIPD/ Other relevant professional body	Desirable	A

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Health and safety			
H1	Ability to use equipment as instructed and trained	Essential	A
H2	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A

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

Date	Approved by authorised manager	Designation
22.03.21	David Turner	Head of HR

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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