

JOB DESCRIPTION



Job Title	Workforce Development Officer (Step Up)		
Salary	£30,203 to £34,408 FTE (Inclusive of London Weighting) (£16,325 to £18,598 based on 20 hours/week)		
Directorate:	Resources	Section/Location:	HR and OD
Grade/Salary Range:	BG-G	Work style:	Flexible

Key Objectives of the role

- Manage the council's 'Step Up to Social Work' (SU) programme working with key leads within the Berkshire Regional Partnership and any other relevant external bodies and stakeholders.
- Work with key colleagues at the council to incorporate 'Step-Up' into resourcing and workforce plans for social care, alongside the Apprentice programme and other recruitment initiatives scheme reporting to the Resourcing Manager.
- Work closely with the Resourcing Team to help shape career pathways and options to building the Step Up approach into workforce plans.
- Managing the commissioning and delivery of Step Up training activities, operationally managing budgets, risks and resources under the supervision of the Resourcing Manager.
- Build and maintain relationships and contracts with local higher education institutions and placement providers, internal and external stakeholders to ensure appropriate allocation of Step Up funding to deliver the required outcomes.
- Monitor and maintain records and reports of the Step Up budget allocations, spend and outcomes as required for the Head of OD and the central government returns.
- Manage the day to day Step Up funds ensuring best value, consistency and delivery of outcomes through internal and external providers, contractors and suppliers.
- Co-ordinating the quality and consistency of the training and placement providers ensuring a regular cycle of quality assurance and evaluation takes place.
- Contributing to the wider Learning and Development team ensuring that all statutory and mandatory workforce and funding requirements for Step Up are met, in line with our duties as a local authority.

Daily and monthly responsibilities

- Work with service leads, managers and students to deal with day to day queries about the Step Up programme, working in partnership with others to ensure the programme outcomes are delivered.

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- Act as the first point of contact in dealing with Step Up providers and partners on behalf of the council and Step Up lead partner.
 - As required provide oversight of all council Step Up activity working closely with the People L&D Steering Groups, People Directorate Management Team and as required the Employment Committee and CMT.
 - Provide support to students and co-ordinate the range of activities to support their recruitment, learning and placement in partnership with others.
 - Regularly evaluate and monitor the delivery and quality of Step Up programme outcomes.
 - Work in partnership with the communications and resourcing teams to raise awareness of the Step Up programme internally and externally, presenting information as required.
 - Work with (where appropriate) the Resourcing Team to ensure effective recruitment and onboarding of Step Up students.
 - Programme reporting in line with the funding requirements is carried out in a timely manner.
 - Produce monthly and quarterly management information, as part of the overall HR and OD data returns.
 - Co-ordinate the Step Up programme on behalf of the Berkshire Regional Partnership, working in partnership with the Practice Development Leads.

General

- To ensure that all development provision is inclusive and meets with the current equal opportunities, equalities and inclusivity policies and priorities.
- To sustain and promote compliance with the Data Protection and Freedom of Information Policy and Procedures for all departments.

The above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of role

- The Head of OD has overall budget ownership with this role co-ordinating the Step Up budget on a day to day basis and authorising agreed spends where appropriate.
- The post has a key role in maintaining effective relationships between the Council, funding bodies, central government and Step Up providers.
- The post has a key role in advising managers on successful approaches to develop, upskill and grow a diverse workforce to serve the residents of Bracknell Forest. The appropriateness and timeliness of advice can protect the Authority against bad publicity, employment tribunal cases and consequent awards against the authority.
- Responsible for contributing as a member of the HR and OD team including engaging in appropriate learning and development, service planning and improvements.
- Commitment to the Council's Equal Opportunities policy at all times

- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> • A minimum of 5 GCSEs, including Maths & English, or equivalent. • Experience in a developmental and/or HR role. • Experience of designing and executing successful learning and development programs. • Knowledge of modern and blended learning methods (mentoring, coaching, on-the-job or e-learning, workshops, simulations etc.) • Must be highly proficient in IT skills - MS Word, MS Excel, and PowerPoint • Knowledge of the current trends in Social Care, Social Work Education and Employability Programmes 	<p>Degree level qualification or equivalent.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Confidence, effective communication and excellent interpersonal skills. • An excellent people person who is able to coach, develop and motivate to deliver excellent results. • Good organisational and time management skills. • Strong analytical and writing and record keeping ability for reports. • A high level of energy and personal drive for the attainment of business goals. • Honesty and discretion, for dealing with sensitive business information. • A confident, self-starter with a focus on results and high performance whilst delivering best value. 	

Work-related Personal Requirements	<ul style="list-style-type: none">• Clear communication skills for interaction at all levels including managers, providers and a range of internal customers, including senior management.• Flexible approach to work and to change; and the ability to work to deadlines and under pressure.• Approachable; able to influence and persuade.• Accuracy and attention to detail.• A commitment to role modelling and working the spirit of the council's values and behaviours.• Commitment to equal opportunities/ diversity and inclusivity.• Willingness to travel to partner locations within the local area.	Knowledge of learning and development processes.
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All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.