

**Job Description****Department**

<b>Post Title</b>	<b>Workforce Development Vocational Training Officer</b>		
<b>Post Number</b>	<b>BG09138</b>	<b>Grade</b>	<b>6 (scp 28 – 32)</b>
<b>Base</b>	<b>Foxes Lane, Oakdale</b>	<b>Hours of Work</b>	<b>37</b>
<b>Car User Allowance</b>	<b>N/A</b>	<b>Disclosure</b>	<b>No</b>
<b>Contact</b>	<b>Team Manager</b>	<b>Updated</b>	<b>February 2015</b>

**Principal Job Purpose**

Responsible to: Workforce Development Project Officer

Responsible for: To deliver a programme of training solutions that meet regulatory, statutory, and business training requirements.

As part of the service, contribute to the delivery and assurance that statutory obligations regarding training, qualification, and professional body and council registration are met.

**Principal Accountabilities**

- 1 To comply with the relevant sections of policy on Health, Safety and Welfare at Work.
- 2 To adhere to the principles of Equality Policy and ensure commitment to anti-discriminatory practice.
- 3 To develop and deliver a programme of training solutions to meet statutory and regulatory requirements for the Workforce Development Service.
- 4 To provide an advisory and interpretation service to management and employees.
- 5 Research and interpret statutory, regulatory and business requirements into workforce development and training solutions
- 6 Enable and monitor to ensure that all regulatory and statutory requirements for qualifications, competence, and registration are met.
- 7 In liaison with the other Vocational Training Officers, public private and third sector organisations, enable training and learning solutions to prevent harm to the vulnerable, and improve the safety of the vulnerable.

- 8 Research and contribute to the development of policy documentation that meets the individual requirements of the organisation
- 9 Deliver training solutions that meet the learning outcome requirements for the accreditation of learning and competence proven in the workplace (QCF/NVQ)
- 10 Contribute to the setting of national and local standards of delivery (NOS)
- 11 Develop and deliver solutions that enhance employees skills and knowledge of services
- 12 Develop ways to support the involvement and inclusion of service users in design and delivery of services
- 13 Research and recommend sources of funding to deliver the service including contributing to the securing through application of WG funding and grants
- 14 Supervise technical, financial, and operational resources
- 15 Contribute to the strategic level plans that satisfy government, inspectorate, and financial regulations – including bidding for grant funding
- 16 Create partnerships, collaborations and joint working with other departments and service areas, in particular those in support services
- 17 Collaborate with other organisations and departments to deliver cost effective and efficient solutions.( e.g. other service areas and throughout the council, other LA's, the Partnership)
- 18 Respond to legal, technical, and environmental changes that impact upon the development of a workforce
- 19 Research and make recommendations for the strategic plan in order to prepare for the workforce skills and knowledge requirements of the future
- 20 Support and advise employees with the implementation of any new legislative requirements.
- 21 Contribute towards the monitoring and review of the strategic direction of the service and the service delivery model.
- 22 Deputise for the Project Officer.

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
<b>Qualifications/relevant experience</b> Relevant qualification at level 4/5, e.g. <ul style="list-style-type: none"> <li>• Workforce Development Qualification/Training</li> <li>• CIPD (Chartered Institute of People and Development)</li> <li>• Health and Social Care</li> <li>• Children and Young People</li> <li>• Management achieved in a care setting</li> </ul>	E	✓			
Assessor and Verification Qualifications	D	✓			
Other experience					
<ul style="list-style-type: none"> <li>• Children’s Act and working processes</li> <li>• Protection of Vulnerable Adults</li> <li>• Models of training delivery and learning methods</li> <li>• Translating learning outcomes into learning solutions</li> <li>• Evaluation techniques</li> </ul>	D	✓ ✓ ✓ ✓ ✓			
Knowledge/Skills					
<ul style="list-style-type: none"> <li>• IT use competence</li> <li>• Presentation software</li> <li>• Database or spreadsheet design</li> <li>• HR systems administration and use</li> <li>• Advanced Presentation and communication skills</li> <li>• Political Awareness and application</li> <li>• Tact and Diplomacy</li> <li>• Sector Awareness</li> <li>• Partnership and relationship building skills</li> <li>• Consultancy skills</li> <li>• Analysis and Interpretation skills</li> <li>• Coaching skills</li> <li>• Advanced Customer Service</li> </ul>	E	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓  ✓  ✓	Presentation	

<ul style="list-style-type: none"> <li>• Training and presenting – 2 years</li> <li>• Experience of course design</li> <li>• Experience of joint working/collaboration and working in partnership</li> <li>• A working knowledge of the social care sector and health</li> <li>• Project management experience</li> <li>• Reporting information and making recommendations to management through writing or graphics</li> <li>• Presenting to groups – 15 plus</li> <li>• Evaluation of learning</li> </ul>	D	✓	✓		
		✓	✓		
		✓			
		✓			
		✓	✓		
		✓			
		✓			
		✓			
		✓			
		✓			

2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Access to transport, or driver, for travel throughout the region	E	✓			

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		<b>Assessment Method</b>			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓



Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to all citizens				✓
	Understands the links between own professionalism and the possible impact on the organisations image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand			presentation	✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others			presentation	✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓