

**Job Description****Department**

<b>Post Title</b>	<b>Workforce Development Project Officer</b>		
<b>Post Number</b>	<b>1361</b>	<b>Grade</b>	<b>7 (scp 32 – 36)</b>
<b>Base</b>	<b>Foxes Lane, Oakdale</b>	<b>Hours</b>	<b>37</b>
<b>Car User Allowance</b>	<b>Casual</b>	<b>Disclosure</b>	<b>No</b>
<b>Contact</b>	<b>Team Manager</b>	<b>Updated</b>	<b>September 2015</b>

**Principal Job Purpose**

Responsible to: Workforce Development Business Partner

Responsible for: To lead on identified and focussed projects for the Workforce Development Service.

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 Policies and ensure commitment to anti-discriminatory practice.
3. To develop and deliver identified projects for the Workforce Development Service.
4. To provide a consultative, advisory and interpretation service to management and employees, in particular those relevant to the identified projects.
5. Research and interpret business needs into workforce development/planning 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 WD Project Officers, public private and third sector organisations, deliver 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.

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Take responsibility for some, and any of, numbers **9** through to **15**

9. Research and recommend solutions that enhance the management skill and knowledge of services
10. Deliver a service for the accreditation of learning and competence proven in the workplace (QCF/NVQ)
11. Contribute to the setting of national and local standards of delivery (NOS)
12. Coordinate and report on requirements towards qualification, practice learning, and post qualifying.
13. Deputise for the lead contact and WD consultant to Commissioning Services
14. Develop and deliver a pathway to educate and recruit local residents into a career.
15. Develop and deliver a strategy for the involvement and inclusion of service users in design and delivery of services

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16. Research and recommend sources of funding to deliver the service including contributing to the securing through application WG funding and grants
  17. Supervise people, technical, financial, and operational resources
  18. Contribute to the strategic level plans that satisfy government, inspectorate, and financial regulations – including bidding for grant funding
  19. Create partnerships, collaborations and joint working with other public sector organisations, the third sector and private organisations (e.g. Health, HEI's, Training Providers)
  20. Collaborate with other organisations to deliver cost effective and efficient solutions. (e.g. other LA's, Health, Voluntary)
  21. Respond to legal, technical, and environmental changes that impact upon the development of a workforce
  22. Research and make recommendations for the strategic plan in order to prepare for the workforce skills and knowledge requirements of the future
  23. Support and advise employees with the implementation of any new legislative requirements.
  24. Contribute towards the monitoring and review of the strategic direction of the service and the service delivery model.
  25. Deputise for the Business Partner.

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
CIPD (Chartered Institute of People and Development) Certificate Level or Management or Workforce Development Qualification to Level 4/5 or teaching qualification or Social Work degree	E	✓			
Verification or quality assurance qualifications level 4	D	✓			
Other experience	D	✓			
<ul style="list-style-type: none"> <li>Organisational Development</li> <li>Children's Act and working processes</li> <li>Protection of Vulnerable Adults</li> <li>Models of service delivery</li> <li>Project Management</li> </ul>	D				
Knowledge/Skills	E	✓			
<ul style="list-style-type: none"> <li>Advanced IT use competence</li> <li>Presentation software</li> <li>Database or spreadsheet design and manipulation</li> <li>HR systems use</li> <li>Research and Development skills</li> <li>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>Customer Focus</li> </ul>			✓  ✓  ✓		
<ul style="list-style-type: none"> <li>Staff supervision or management experience – 2 years</li> <li>Experience of project working</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</li> </ul>	D	✓	✓ ✓ ✓		

<ul style="list-style-type: none"> <li>Presenting and teaching to groups</li> <li>Evaluation techniques</li> </ul>			✓		
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<b>2. Special Requirements</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Access to transport, or driver, for travel throughout the region and nationally.	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>
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Managing the Team</b>	Sets an example to the team by own approach and attitude				✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team				✓
	Ensures equality & diversity issues are integral to service delivery				✓
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

		<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 a Continually Improving Service</b>	Ensures the team understand how they contribute to achieving operational objectives				✓
	Is focussed on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance				✓
	Challenges poor performance appropriately				✓
	Is positive about improving the service and identifies potential benefits for the citizen				✓
	Consults team and others, inside and outside the organisation, for improvement ideas				✓

		<b>Assessment Method</b>			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Uses appropriate and precise methods of communication				✓
	Communicates positively and respectfully				✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere				✓
	Encourages team members to think about and suggest improvements				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Making Informed Decisions</b>	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Working Together</b>	Understands the benefits of working together				✓
	Promotes and contributes to partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Putting the Citizen First</b>	Recognises the importance of the citizen's input to improving the service				✓
	Ensures team is focussed on serving the citizen as the first priority				✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery				✓
	Is positive about the organisation and the community it serves				✓