

Job Description

Job Title	Practice Development Officer
Directorate	Children and Young People Services
Service Area	Practice Improvement and Development
Grade	9
Competency Level	3
Salary	£49,764 - £54,916
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced DBS (Child Barred List and Child Workforce)
Job Evaluation Ref No	A9502

Job Purpose

To support the workforce across Children & Young People Services, through the Children's Workforce Academy, to implement and support the growth and development of staff to promote and enable positive outcome for children, young people and their networks.

To be responsible for the provision of high quality, responsive and efficient training, learning and development across Children and Young People Services, with a key



focus on; identifying needs, developing solutions and the delivery of solutions as required.

Directly Responsible For:

Not applicable

Directly Responsible To:

Children's Workforce Academy Training, Learning and Development Service
Lead and/or Children's Workforce Academy Workforce Lead

Main Areas of Responsibility:

- Deliver and develop a robust learners programme to support the development of all Children and Young People Service workforce through the various bespoke programmes, i.e. ASYE/Apprenticeship/Step-up/Career and Leadership Progression Frameworks
- Support with the co-ordination of placement of students ongoing support for student placements, implement actions and learning from placements and student experiences
- Undertake the role of ASYE Assessor and Practice Educator Mentor to undertake observations, support and track staff through development programmes, quality assure their practice and complete final portfolio recommendations with analysis of candidate's capability and skill
- Promote and develop improved understanding of quality of practice across the practice system to establish a culture of continuous improvement as part of a reflective approach to practice, raising practice standards and the quality of safeguarding to improve outcomes for children and young people
- Undertake dip sampling and quality of practice (audit) work as when required to support Children and Young People Service quality assurance programme and

produce written reports identifying themes and recommendations for practice improvement

- Work with others to identify, plan and carry out training, learning and development activity across Children and Young People Services. Report the findings, recommendations and develop Action Plans which can achieve the required changes within appropriate timescales
- Lead on translating findings from training, learning and development activity into training, learning and development programmes, working closely with colleagues to implement changes required to ensure improvements are measured and practice standards are raised
- Lead and support all elements of the Model of Practice including the implementation of modelling, coaching and mentoring, working with colleagues at all levels to develop a shared understanding of what good looks like
- Provide high quality, evidence based reflective supervision to all staff within the learner cohort and wider workforce as and when required
- Work alongside colleagues from across the children's system all to support a culture and environment of learning together to lift and improve practice. Providing open, transparent and objective dialogue across all levels of management surrounding practice and service delivery
- Work closely with the Quality Assurance service to ensure that all information from audit and QA activity is triangulated into an effective training, learning and development offer across the workforce
- Ensure that the voice of children and young people is evident in practice across Children's Services, drawing out themes, learning points and so contributing to practical strategies to ensure children and young people are heard
- Support the development of professional skills, knowledge, practice and performance across the children's system
- Support the development of reflective practice and critical challenge in a safe environment across the children's system

- Develop and support Practice Educators including facilitation of disruption or concerns meetings and to support PEs to access training and development opportunities
- Support the activity of the recruitment and retention strategy through sessional teaching at High Education Institutes and Further Education Colleges to attract the best quality graduates to work in Liverpool
- Undertake the role of Research in Practice Link Officer to ensure that the Local Authority makes best use of this resource to support the development of the workforce
- Contribute to the continuous professional development (CPD) requirements of all staff, and to maintain their registration status
- Contribute to and/or lead interagency training, learning and development commissioned by LSCP

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality appraisals and regular workforce planning and development

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post involves both office and field work. Hence it involves sedentary work and the need to travel to appointments

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Social Work Degree (A)
- Registration with Social Work England (A)
- Qualified Practice Educator or working toward Practice Educator qualification (A)

Experience

Essential

- Significant post qualification experience in statutory Children's Social Care Service (A,I)
- Experience of facilitating training workshops/development sessions (A,I)
- Experience of supervising and/or mentoring qualified social work staff (A,I)
- Robust knowledge of relevant children's legislation and policy frameworks and procedures (A,I)
- Good understanding of the challenges of multi-agency working environments (A,I)
- Experience of working with complex families/complex case load management (A,I)
- Experience of professional supervision or line management of social care staff (A,I)

- Demonstrable experience of working with partner agencies within a Social Care setting (A,I)

Desirable

- Good knowledge and understanding of social work theories relating to children's services practice
- Knowledge of good practice and understanding how this is recognised
- Experience of staff development

Skills/Abilities

Essential

- Resilience and flexibility in changing circumstances with the ability to work under pressure and deal with unexpected outcomes (A,I)
- Self-motivation with a personal commitment to improving people's lives through an understanding of positive impact of social care and ability to motivate others (A,I)
- The ability to collaborate with and influence a wide range of people, in person and through written communication (A,I)
- Strong IT skills, with the use of all applications (A,I)
- Analyse information, write reports and present this to professional groups (A,I,E)
- Analyse information and form a judgement regarding appropriate interventions with families (A,I,E)
- Quality assure a range of work, including assessments, plans and court directed work (A,I,E)

Desirable

- The ability to demonstrate initiative, engage others and enable them to achieve their goals
- The ability to objectively analyse situations, using evidence and clear judgement to generate effective solutions
- Ability to plan and organise, create work schedules and set schedules for others
- Ability to demonstrate advanced level skills in applying needs-led assessments and planning
- The ability to understand and reflect critically on both your own personal development and how your actions affect others
- Analytical skills to assess and interpret key data
- Ability to provide guidance on decision making and encourage critical reflection on practice
- Ability to research, cascade and incorporate new guidance and procedure into work quick and effectively, to inform professional decision making

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level (A)
- Full driving licence/car user (A)
- Ability to demonstrate a commitment to own professional development and that of colleagues (A,I)
- Ability to understand and demonstrate a commitment to Equality, Diversity and Inclusion (A,I)

