

Job Description

Job Title	Workforce Development Coordinator – Public Health, Children & Young People’s Anti-Poverty delivery
Directorate	Children and Young People’s Services
Service Area	Practice, Improvement and Development
Grade	7
Competency Level	1
Salary	£42,123– £47,665
Job Type	Hybrid
Location	City Wide
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A7595

Job Purpose

To support service improvement through co-ordinating workforce development across Liverpool's Children's Partnership to ensure a skilled workforce equipped to ensure the consistent delivery of high quality, high impact services across Liverpool.

Directly Responsible for:

Delivery of the Public Health Children and Young People's Anti-Poverty Workforce Development Programme specification.

Directly Responsible To:

Children's Workforce Academy – Team Manager

Main Areas of Responsibility:

- Work with teams across Children's Partnership to analyse skills and developmental needs in line with public health specification
- Co-ordinate workforce development to support service improvement plans needed to deliver the Public Health Children and Young People's Anti-Poverty Workforce Development Programme
- Design, develop and delivery relevant training programmes, including evaluation
- Represent the Liverpool Children's Poverty Agenda between Public Health and Children's Services at appropriate forums – local, regional and national as required
- Support the induction of staff across Children's Services Directorate
- Implement Children's Services training plan and report to Training Panel in line with the public health specification
- Commission and procure relevant training as approved by the Training Panel, in line with public health specification

- Support the efficient management of budgets and resources and ensure best value for money is achieved
- Produce written reports and briefings for senior management
- Support the Directorate in maintaining professional registration of staff where appropriate
- Develop effective workforce development communication systems within Children's Services and other relevant partners
- Support bid applications and ensure income generation is maximised

Supervision and Management Responsibility:

- No supervisory or line management responsibility

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
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate

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:

- Sitting for long periods of time

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 1.

[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

- A degree in a relevant subject or equivalent experience (A,I)
- Evidence of continuing professional development (A,I)

Experience

Essential

- Substantial experience in local government, preferably Children's Service's or partner agency (A,I)
- Extensive management experience in the learning and skills environment including the design, facilitation, delivery and evaluation of workforce development programmes and training for professionals and multi-agency audiences (A,I)
- A keen understanding of Children's Partnership national priorities and programmes (A,I)
- Experience of working with partners and stakeholders coordinate complex multi-agency programmes and improve the skills and knowledge of a large multi-agency workforce (A,I)
- Experience of developing and maintaining positive relationships including regulatory bodies (A,I)
- Experience of maintaining partnership working with a range of internal/external partners (A,I)



Desirable

- Experience of managing/monitoring budgets
- Experience of working in a performance culture – including planning, target setting and achievement

Skills/Abilities

Essential

- Knowledge and understanding of child poverty, inequalities and the impact of socio-economic disadvantage on children, young people and families (A,I)
- Demonstrable knowledge and understanding of issues around learning and skills in Children's Services (A,I)
- Ability to establish and develop positive relationships with partner organisations, that generates confidence and respect (A,I)
- Ability to communicate effectively across organisational and team boundaries (A,I)
- Ability to develop, manage/monitor projects with clear targets and milestones (A,I)
- Ability to manage/monitor performance at a team and individual level in a supporting role (A,I)

Desirable

- Understanding of the role of good quality data, information intelligence and analysis to support commissioning process
- Ability to produce and present accurate, clear and concise reports and management information orally and in writing
- Knowledge/skills in delivering a strategy to address skills gaps

- Ability to develop an audit trail to demonstrate data validity
- Ability to articulate complex issues simply and effectively

Commitment

Desirable

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

