

Job Description

Job Title	Workforce Development Coordinator (Equality, Diversity and Inclusion)
Directorate	Children and Young People Services
Service Area	Childrens Social Care
Grade	7
Competency Level	1
Salary	£38,223 - £43,421
Job Type	Hybrid
Location	Cunard Building/City Wide
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

To support service improvement through co-ordinating workforce development across Children and Young People Services to ensure a skilled workforce is equipped to provide the consistent delivery of high quality and high impact services across Liverpool in relation to equality, diversity and inclusion.

Directly Responsible For:

Not applicable

Directly Responsible To:

Principal Children & Families Social Worker

Main Areas of Responsibility:

- To be specifically responsible for the development and implementation of equality, diversity and inclusion initiatives aligned to the Council's equality, diversity, and inclusion policy and objectives with specific reference to Children and Young People Services, working alongside our corporate colleagues. The role will assist the practice system and the Council in supporting its ambition to be an inclusive employer, where our workforce better reflects Liverpool's diverse communities at all levels across the organisation. This includes support in the design and delivery of services for children and young people from diverse communities and their networks
- Work with teams across Children and Young People Services to analyse skills and developmental needs, including with specific reference to equality, diversity and inclusion
- Work with People and Organisational Culture to take mitigating action against negative turnover
- Co-ordinate workforce development to support service improvement plans and succession planning
- Deliver relevant learning and development opportunities to Children and Young People Services workforce, working with colleagues across the Council, working in conjunction with the Corporate Learning and Development team and the Corporate Equalities team

- Represent Children and Young People Services at appropriate forums – local, regional and national as required
- Deliver assigned actions from the co-produced Children and Young People Services workforce strategy action plan; including supporting participation in the recruitment process
- In collaboration with the Practice Development Officers, co-ordinate social work placements and the Step Up to Social Work Programme. Support the administration of these programmes
- Support the induction of staff across Children and Young People Services
- Implement Children and Young People’s Services training plan, including commitments to equality, diversity and inclusion, and report to Training Panel as directed
- Support the commissioning and procurement relevant training, including in relation to equality, diversity and inclusion, as approved by the Training Panel and in conjunction with the Corporate Learning and Organisational Development team as required
- Support the efficient management of budgets and resources and ensure best value for money is achieved
- Produce written reports and briefings for senior management.
- Develop effective workforce development communication systems within Children and Young People Services and with colleagues working across the Council
- To carry out the duties and responsibilities of the post with full regard to the Council’s equality, diversity and inclusion policy, and any other policies and good practise guides, and undergo such training as may be required in relation to these policies and guidelines
- Work with People and Organisational Culture to support the engagement, encouragement, and support potential applicants from underrepresented groups in the workforce to increase the number of successful applicants from these groups throughout all aspects of our practice system

- Support bid applications and ensure income generation is maximised
- Carry out any other tasks reasonably required of the post holder

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:

- Sedentary, 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 or equivalent qualification in a relevant subject or equivalent experience (A/I)
- Evidence of continued professional development (A/I)

Experience

Essential

- Substantial experience in local government, preferably Children's Services or a partner agency and working with a large multi-agency workforce (A/I)
- Experience of working in equalities and diversity (A/I)
- Comprehensive understanding of Children's Services national priorities and programmes (A/I)
- Experience of working with internal/external partners to deliver improved skills and knowledge (A/I)
- Experience of developing and maintaining positive relationships including regulatory bodies (A/I)
- Experience of delivering large transformational and change projects (A/I)

Desirable

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

Skills/Abilities

Essential

- Demonstrable knowledge and understanding of issues around learning, development and skills in Children's Services (A/I)
- Ability to establish and maintain positive relationships with partner organisations (A/I)
- Ability to communicate effectively across organisational and team structures, being able to write clearly and succinctly, conveying key information and creating a positive impact (A/I)
- To be able to effectively manage equality and diversity, ensuring oppressive practices are tackled, promoting positive recognition of differences, mutual respect and merit-based opportunities (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
- 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 workforce 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
- Demonstrable understanding and commitment to the achievement of Equal Opportunities in employment and service delivery

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

Desirable

- Fully competent with all IT systems