

## Job Description

<b>Job Title</b>	Strategic Workforce Development Lead
<b>Directorate</b>	Adult Social Care & Health
<b>Service Area</b>	Governance, Improvement & Development
<b>Grade</b>	10
<b>Competency Level</b>	3
<b>Salary</b>	£56,673 - £62,580
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not applicable
<b>Job Evaluation Ref No</b>	A10320

## Job Purpose

To provide clear leadership within the Adult Social Care Workforce Development team and be accountable for the operation of the service, ensuring that the promotion of safeguarding is paramount and that all statutory responsibilities are undertaken to a high standard.

To oversee the development, delivery and review of the Adult Social Care training needs analysis and the subsequent Training, Learning and Development Plan.

To assist and support the Head of Service, Principal Social Worker and Director in the overall management of the workforce portfolio and the drive for excellence, through the delivery of activity.

### **Directly Responsible For:**

The post holder will be responsible for:

- Workforce & Improvement Lead

### **Directly Responsible To:**

Head of Service – Governance, Improvement & Development

### **Main Areas of Responsibility:**

- To ensure the Council meets its statutory obligations to safeguard and promote the welfare of adults, complying with legislation, statutory guidance, policy and procedures and relevant frameworks
- To lead on the strategic development, implementation and review of the Adult's Workforce Strategy and be responsible for all related matters to ensure that Adult Social Care Service has an effective, highly skilled and motivated workforce
- To lead the design, development and delivery of an annual training prospectus for the Adults Social Care Department
- To lead the design, development and delivery of agreed training, learning and development programmes and workshops to support the learning needs of the workforce in response to identified training, learning and development need and practice issues, including supporting on-going continual professional development

- Support the implementation of career pathways to enable progression through the organisation for suitable and engaged colleagues
- To oversee the commissioning arrangements for any specific training, learning and development offers to ensure value for money and delivery within the agreed specification
- Manage and report on the workforce budget for the directorate to ensure value for money and realise efficiencies
- To lead the design, development and delivery, as well as support practice and workforce development for all the workforce, including working alongside Workforce Development/Learning and Development colleagues and partners
- To provide professional and managerial leadership ensuring a high standard of service delivery in line with the vision and values of the Adult Social Care Service and Liverpool City Council
- Initiate and develop strong working relationships both internally and externally, to ensure an effective workforce offer is delivered
- Model inclusive practice in relation to identity and diversity, challenging any issues of concern, including visibly promote and demonstrate a strong commitment to equality and non-discriminatory practice in all areas of the service and wider business
- Take responsibility for the development and provision of high-quality management information and documentation that is timely, accurate and meaningful
- Represent the service at local and regional events as required for learning and sharing opportunities
- In addition to these principal duties the post holder will be expected to contribute more widely to the overall development of the Directorate and the Council

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

## **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, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- 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 role involves sitting and standing for prolonged periods of time

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- 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

- Degree or equivalent experience (A)
- Evidence of continuous professional development, which reflects commitment to both effective management in a large organisation and maintaining professional expertise (A)

## Experience

### Essential

- Substantial management experience within a workforce development setting and/ or adult's social care environment and proven track record of managing effective teams (A/I)
- Experience of successful partnership working with a range of internal/external partners and organisations to achieve positive outcomes for adults (A/I)

### Desirable

- Experience of managing change and developing a service
- Proven track record of working in a performance and quality assurance culture and achieving good quality work within the team



## Skills/Abilities

### Essential

- Ability to provide clear leadership and direction across the service with the ability to manage performance at team and individual level and challenge poor performance positively and constructively (I/A)
- Ability to influence, negotiate and work collaboratively with partners, internal and external, to improve outcomes for adults and develop services to meet their needs (A/I)
- Ability to analyse complex information and data and make informed decisions with regard to action to be taken and implementing performance and quality assurance processes, achieving targets and delivering high quality practice (A/I)

### Desirable

- Ability to encourage and foster innovative practice and motivate others
- Ability to undertake and manage projects, meeting set targets within timescale and contribute to policy development

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council with an ability to understand and demonstrate a commitment to equality and diversity

