

## Person Specification

<b>Job Title</b>	Workforce Development Lead
<b>Grade</b>	PO4
<b>Service/Section</b>	Adult Social Care Practice and Workforce Development Team
<b>Directorate</b>	Health and Adult Social Care

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
<b>Knowledge</b>	
Significant understanding of workforce development practices and systems in Adult Social Care, including knowledge of continuous professional development, induction, recruitment and retention initiatives.	E
Knowledge of career pathways for Adult Social Care staff and registered professionals, and development of a social care practice academy.	D
Knowledge of training systems and Learning Management Systems (LMS).	E
Understanding of Adult Social Care Legislation and Strength-Based practice models, including knowledge of emerging themes and technology in Adult Social Care practice and professional development.	D
<b>Skills and Abilities</b>	
Workforce/Learning and Development training qualification and/or registered professional qualification relevant to Adult Social Care.	E
Ability to design learning activities, promote events, and deliver resources to support continuous professional development of registered Social Workers, Occupational Therapists, Social Care Practitioners, and other professionals.	D
Ability to work collaboratively with Adult Social Care Operational Managers, Commissioning, Public Health, Mental Health, Human Resources and care providers to understand training needs; complete training needs analysis and recommend training plans.	E

Exceptional verbal and written communication skills, including proficiency in IT (Microsoft programmes, MS Word, MS Excel, MS Powerpoint) and use of digital technology. Confident in producing reports and presentations to groups and individuals.	E
<b>Experience</b>	
Experience of leading on commissioning professional development opportunities for a Health and/or Adult Social Care Directorate including evaluation of training programmes.	E
Experience of workforce planning and development via innovative means to ensure best outcomes for people accessing support.	E
Experience of developing and maintain relationships with training providers, higher education institutes and external organisations to develop necessary responsive workforce training solutions.	D
Experience of procurement, using organisational finance systems, management and monitoring of training budgets	E
<b>Equal Opportunities</b>	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E