

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT HEALTH AND ADULT SOCIAL CARE

POSTHOLDER - VACANT

SECTION-ADULT OPERATIONS AND PARTNERSHIPS

GRADE - PO4

POST DESIGNATION -WORKFORCE DEVELOPMENT LEAD

Purpose of Job:

To be responsible to the Quality Assurance and Practice Improvement Manager - Health and Adult Social Care

- i) To deliver Health and Adult Social Care (HAS) directorate workforce strategy priorities, supporting workforce planning, recruitment, building and retaining a strong, stable, skilled workforce enabling residents to achieve their best outcomes.
- ii) To commission, design and deliver learning interventions that are planned and costed according to service need and support the continuous development of adult social care operational workforce and the wider HAS directorate.
- iii) To work collaboratively with Adult Operational Teams, Human Resources, Children's Services, Commissioning, Public Health, Mental Health, Digital, wider partners and stakeholders. To deliver learning and development opportunities for staff in Health and Adult Social Care, that meet statutory requirements, reflect directorate priorities and are responsive to local and national policy.

Manages up to 2 directly managed staff.

Manages up to 2 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) To undertake service wide training needs analysis and recommend suitable learning interventions, making best use of resources and ensuring best value for money. Report to senior managers on training commissioned, training offers and take up across HAS, e.g. in relation to safeguarding adults, mental capacity assessment and best interest decisions.

- 2) To design and/or commission learning interventions that meet workforce needs and promote strengths-based approaches. Provide updates on new/best practice, learning resources and events. Work in partnership with staff, managers and teams to identify professional development opportunities.
- 3) Lead on the development and delivery of an effective induction for all staff in the Health and Adult Directorate.
- 4) Lead on learning and development for assigned work streams and projects aligned to the Directorate's vision, priorities and change programmes, including supporting the Forward-Thinking (programme and transformation team) activities and key priorities from the Safeguarding Adults Board (SAB).
- 5) Support the directorate with projects and innovation, and contribute to culture change programmes to improve practice, pathways and processes e.g. Strength based Practice, Digital Health and Care Technology and other HAS change programme initiatives.
- 6) Ensure partners, providers, residents and carers have access to relevant training and development opportunities. Use opportunities for co-production and resident feedback to shape learning and workforce development.
- 7) Oversee the development, upkeep and promotion of the Social Care Practice Academy; and support the recruitment and retention of social workers, occupational therapists and social care workforce; contribute to developing career pathways for the social care workforce.
- 8) Contribute to and support the development of Social Care Apprenticeships, including promoting Social Work apprentices and the development of Occupational Therapy apprenticeship programmes.
- 9) Analyse feedback from residents, case audits, themes from complaints and priorities from the SAB to identify training needs for the service and recommend appropriate training courses.
- 10) Deliver direct training and use train-the-trainer opportunities as appropriate to deliver bespoke training sessions to staff.
- 11) To assist in the preparation of budgets, manage grant income according to conditions; ensuring invoices for training and other activities are raised and authorised in accordance with financial regulations.
- 12) Support the directorate to deliver on action plans related to Equality, Diversity and Inclusion, the Social Care Workforce Racial Equality Standards, Councils staff survey and Local Government Association Health Check. Support the directorate in preparation for external assurance e.g. Care Quality Commission inspection and peer reviews.
- 13) To line manage the Practice and Workforce Development Assistant, providing regular supervision and Performance and Development Conversation.

- 14) To undertake any other work appropriate to the level and general nature of the post's duties.
- 15) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 16) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 17) To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 18) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency." (For managers and supervisors).
- 19) To be responsible for undertaking employee investigations, hearings and appeals in line with the Royal Borough of Greenwich policies and procedures.
- 20) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 21) This post requires a Standard DBS and will be supported by Safer Recruitment tools
- 22) To undertake supervision/management of staff as and when required.
- 23) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the post to which the post-holder normally reports to:

Quality Assurance and Practice Improvement Manager – Practice and Workforce Development Team (HAS)

Updated August 2025