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Job Description

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| **Job Title:**  | Strategic Workforce Development Manager – Children’s Services |
| **Strategic Team:** | Joint Commissioning Team  |
| **Service:****Business Unit:** | Children’s Services Children’s Services |
| **Responsible To: *(day to day issues)*** | Assistant Director Transformation & Improvement |
| **Accountable To: *(line manager)***  | Assistant Director Transformation & Improvement |
| **Salary Grade: *(Spinal column points only)*** **JE Ref:** | Spinal Column point |

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| 1. **Key Purpose of Job**
	1. To ensure that Children’s Services (CS) workforce development is guided by strategies that reflect all the key drivers (national, regional and local) and are lined to CS priority areas.
	2. To lead and manage Children’s Services (CS) Professional Development Service improving outcomes and delivering a high quality training and development for staff, identifying and leading on strategic projects, and developing multi-agency joint working.
	3. To work collaboratively with key stakeholders and partners both internally and externally to ensure workforce development is delivering responsively to ensure positive outcomes for services users.
	4. Leading and co-ordinating the arrangements for recruitment to social work posts and supporting retention.
	5. Leading specific projects identified within the CS Senior Management Team.
	6. The development of joint working and shared learning across both Local Authorities.
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| 1. **Anticipated Outcomes of Post**
	1. Best practice advice is provided across the service to managers regarding developing their workforce.
	2. A robust Workforce Development Strategy is in place and progressing.
	3. Collaborative working is in place with regional and national networks and bodies promoting professional development.
	4. The organisation has an embedded culture of high practice standards.
	5. The development of joint working and shared learning across both Local Authorities.

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| 1. **List Key Duties and accountabilities of the post**
	1. Responsible for safeguarding and promoting the welfare of children at all times
	2. Proactively identifying emerging trends and local and national issues and promoting appropriate responses.
	3. Developing a culture of quality assurance which uses data to inform practice development.
	4. Ensuring developments in IT systems are influenced by business needs and deliver improvements to practice.
	5. To actively encourage the development of a learning organisation in social care which contributes to the future proofing of the organisation.
	6. Responsible for ensuring policies and procedures are fit for purpose.
	7. Working with the Social Care Leadership Team to identify and address weakness in practice and address the reasons for this. This will include appropriate challenge of managers where services are failing to deliver against outcomes.
	8. Leading the development and delivery of the Assessed and Supported Year in Employment (ASYE) scheme and a range of post-qualifying awards.
	9. Working with managers to provide high quality induction and supervision of staff.
	10. Leading on the delivery of high quality student placements.
	11. Keeping abreast of developments to legislation, policies and procedures, interpreting information and making recommendations to the senior management team.
	12. Ensuring leading edge research in practice, policy and guidance is readily available to social workers.
	13. Actively seeking feedback on service delivery and ensuring all stakeholders are included in designing service changes.
	14. Using a whole system approach, modelling the leadership of cultural change and modifying service delivery to improve performance.
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| 1. **Budgetary / Financial Responsibilities of the post**

4.1 To be responsible for budgets totalling £150k.4.2 To monitor the budgetary performance of the service within the Scheme of Delegation, being responsible for ensuring that budget spend is on line and appropriate action is taken to address any pressures.4.3 To secure resources for the delivery of plans including creating and taking opportunities to gain external funding.4.4 To make optimal use of available resources in support of policy and strategy. |

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| 1. **Supervision / Line Management Responsibilities of the post ( Please show / provide organisation structure as an appendices, showing official reporting lines**
	1. To supervise and manage all the Workforce Development Team with regard to their respective disciplines and learning needs.
	2. To undertake the supervision of the Team members within the team and ensure the regular supervision of each team member using identified mechanisms.
	3. To assertively and continually challenge teams and managers to improve performance.
	4. To establish annual objectives and ensure that these are cascaded to team members including monitoring their performance through the appraisal process.
	5. To ensure the effective safe recruitment, retention and training of staff.
	6. Oversee effective delivery of the 1 year professional development project and evaluate impact with additional capacity staff as direct reports.
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| 1. **Working Environment & Conditions of the post**
	1. Normal working environment and conditions.
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| 1. **Physical Demands of the post**
	1. Normal physical effort.
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| 1. **Specific Resources used by the post**
	1. PC, Phone, Mobile Phone etc.
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| 1. **Key Contacts and Relationships**
	1. **External -** Central Government, Other Local Authorities, Other public sector organisations, The Council’s auditors, Private and voluntary organisations and employers
	2. **Internal** - Executive members**,** Other Elected Members**,** Chief Executive / Deputy Chief Executive /Commissioners**,** Senior staff across the Council**,** Trades Unions**,** Employees at all levels across the Council
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| 1. **Other Duties**

To undertake additional duties as required, commensurate with the level of the job. |
| Other InformationAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.1. The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
2. The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
3. The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
4. This post is based at Tor Hill House, Torquay but the post holder may be required to move their base to any other location within the Council at a future date.
5. The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
6. If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
7. You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.
8. Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.
9. The post holder is expected to work in a way that ensures vulnerable children and adults are safeguarded and report any safeguarding concerns in accordance with established policies and procedures.
10. As this post meets the requirements of the Immigration Act 2017 (part 7) the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.
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**January 2019**

**Person Specification**

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| **Note for Candidate****All Candidates**The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.  In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.Candidates who consider that they have a disabilityReasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process. If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.  |

**Person Specification**

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| **Job Title:** | **Strategic Workforce Development Manager** | **Strategic****Team** | **Joint Commissioning Team** | **Service:** | **Children’s Services** | **Business Unit:** | **Children’s Services** |

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. Proven leadership ability.
2. Highly developed analytical skills.
3. Excellent communication skills, including ability to challenge and influence, written and verbal communication skills and ability to present.
4. Ability to think strategically and to work across organisation boundaries.
5. Planning ability.
6. Staff management skills, including change management.
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| **Essential Knowledge:** | **Desirable Knowledge:** |
| 1. Knowledge of the legislative requirements placed on Children’s Social Care.
2. Detailed knowledge of the legislation pertaining to the area of operation.
3. Knowledge and understanding of how changes in the economic, political, social and organisational climate can impact on the organisation.
4. Sound knowledge and understanding of the safeguarding agenda.
5. Knowledge and understanding of best practice standards across the journey of the child.
 | 1. Signs of Safety and social work model.
2. Emotionally intelligent supervision.
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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| 1. Experience of effectively managing budgets.
2. Experience of setting and achieving organisational performance and standards.
3. Experience of interpreting and analysing complex financial and performance management information.
4. Experience of raising practice standards and of developing and using data in securing service improvement.
5. Experience of multi-agency working.
6. Experience in report writing and responding to correspondence.
 | 1. Experience of leading change.
2. Experience of project work or undertaking strategic tasks.
3. Experience of engaging service users in system design.
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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| 1. Relevant degree or equivalent experience.
2. Social Work qualification or other relevant professional qualification eg Level 7 CIPD
 | 1. Masters level qualification in social work
2. Management / Leadership qualification
3. Practice Educator qualification
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| Essential – Other requirements of the job role * Demonstrates a commitment to safeguard and promote the welfare of children and young people
* Ability to travel efficiently around the Bay/South West/UK in order to carry out duties
* Ability to accommodate occasional home-working
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**January 2019**