

JOB DESCRIPTION

Job Title: Social Work L&D Advisor/Educator - Supporting Adults Social Work
Directorate & Section/Unit: Chief Executive Unit HR, Digital and Communications
Reporting to: Social Work Academy Manager
Management responsibility for (Level 1 Manager and above): N/A
Supervisory responsibility for (Level 1 Supervisor): N/A
Headcount and FTE of staff: N/A
Salary Grade: PO1

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To be responsible for commissioning and/or delivering a range of individual, team and organisational learning and development activities, with responsibility for ensuring the implementation of the learning and development plan for Adults Social Work. This role will be leading on identifying and developing both specialist and integrated learning and development activities across the Service and with partners as appropriate. This will include such areas as induction for social work staff and professional development.
- In addition, this role will represent the Children's, Families & Communities & Adults Services Directorates on national, regional and local bodies/groups as appropriate.

Main Activities & Responsibilities:

- To specifically be involved in, oversee, co-ordinate, develop and report on the following programmes:
 - Assessed and Supported Year of Employment (ASYE)
 - Continuing Professional Development Opportunities
 - Social Worker Degree Apprenticeship.
 - Students Placements
 - Practice Education
 - Continuing Professional Development
- To work in partnership with all levels to identify learning and development needs, ensuring learning outcomes enable and support strategic priorities.
- To provide support and provide supervision to Newly Qualified Social Workers during their ASYE as well as participation in the workshop and training programme.
- To specifically work to develop training matrices and development pathways for social work professionals.
- To develop and work to a Learning & Development Annual Training Plan in partnership with colleagues under the strategic direction of the Learning and Development Manager.
- To constantly assess learning opportunities to ensure practice development within the strategic plans for services is assured.
- To remain up to date with social work developments and research and engage with managers to implement these developments, including learning from Serious Case Reviews/Serious Adult Reviews.
- To remain up to date with relevant social care legislation, policy and research and ensure this is incorporated into all learning and development activities where appropriate.

- Establish robust working relationships in order to identify and meet the prioritised development and training needs of the workforce within agreed budget.
- To specify commission, develop and deliver learning, training and development activities which support strategic priorities and changes required to support good professional practice and standards.
- To identify, commission and deliver learning and development activities across inter professional and interagency groups in partnership with others.
- To contribute to retention and recruitment activities.
- To maintain budgetary control procedures, particularly in relation to the social work training budget.
- To engage with educational institutions and awarding bodies, other agencies and Directorates within the Council developing and ensuring delivery of quality CPD, practice learning, qualification and post qualification requirements and opportunities.
- To develop innovative ways of delivering training to a large and increasingly varied workforce, utilising a range of technologies and media.
- To incorporate anti-oppressive practice within all aspects of the planning and delivery of training.
- To ensure that appropriate data and records are maintained in respect of training delivered or commissioned.
- To evaluate the effectiveness of specific training and development programmes against learning outcomes and objectives.
- To ensure that all responsibilities are discharged in accordance with legal obligations with regard to Health and Safety.
- To attend meetings regarding learning and development activity as required and report back on training activity.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school-based staff

External: District & County Councils, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers,

Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents & pupils, members of the public, volunteers

****Delete all contacts that are not applicable, add in any that are applicable***

Additional Information:

- This post is politically restricted under the terms of the Local Government and Housing Act 1989 ****Delete if not applicable***
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

Author: Helen Stanley

Date: September 2024

PERSON SPECIFICATION

Job Title: Social Work L&D Advisor/Educator

Directorate & Section/Unit: COaCH / HR/OD

Salary Grade: PO1

WCC Management Level: N/A

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial experience in social work environment.
- Significant post-qualification experience in social work with children & families &/or Adults
- Significant experience of effective social work practice with complex cases.
- Significant experience of working in partnership with agencies where there is a need to work collaboratively to meet the needs of children, young people and/or adults.
- Demonstrable experience in delivering training, preferably in a multi-agency context.
- Significant experience in collaborative and partnership working.
- Demonstrable experience of mentoring and/or supervising the work of others.

It is **desirable** that the post holder has:

- Experience of legislative, policy, and best practice implementation and dissemination.
- Experience in undertaking training needs analysis.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Expert knowledge of legislation, Government guidance and social policy pertaining to safeguarding and promoting the welfare of children and/or Adults.
- Specialist knowledge of best practice and professional standards.
- Commitment to an evidence-based approach to teaching and service development, including an appreciation of contemporary ethical issues.
- Specialist knowledge of legislation, Government guidance, policy and strategy pertaining to those working with Children and/or Adults.
- Demonstrable ability to commission, design, deliver and evaluate training and development activities, drawing on research to inform and develop practice.
- Effective verbal and written communication skills to work with a diverse range of organisations and their staff.
- Considerable ability to facilitate groups and promote learning.
- A commitment to promoting the views of users through the training provided and to the promotion of a children & adults rights perspective.
- Detailed knowledge of assessment principles, analysis and reflective models and their application.
- Significant ability to plan, prioritise and organise own work to meet deadlines and to work on own initiative.
- Considerable ability to effectively use information technology, including power point presentations, to develop and present training materials.
- Considerable ability to produce high quality, accurate, concise and accessible written records and reports.
- Significant ability to work as an effective team member and across professional and managerial boundaries.
- Significant ability to promote anti-oppressive practice in work, taking into account diversity and equal opportunities as appropriate.
- Significant ability to assess and monitor the learning of others.

- Considerable ability to work flexibly and autonomously and to manage a busy and varied workload effectively.

It is **desirable** that the post holder has:

- Demonstrable ability to facilitate and effectively manage reflective learning groups.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- An appropriate professional qualification in social work degree.
- Evidence of continuing professional development.
- Practice Educator/ Stage 1 or 2 (PEPS) or equivalent qualification
- Social Work England registration.

It is **desirable** that the post holder has:

- Has or is working towards a training and development qualification.
- PE Stage 2 (PEPS) or equivalent or A willingness to undertake.
- Post Qualifying Social Work qualification.

ADDITIONAL INFORMATION:

It is **essential** that the post holder has:

- Ability to travel independently to various venues throughout the region and to safely convey training equipment and materials.
- Ability to carry out occasional some evening and occasional weekend work activities if needed. Advanced notice would be given.