**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Social Care Apprenticeship Lead | **Grade**: PO4 (£43,434 - £51,099)  Fixed Until 31st March 2025/Secondment from SLP Borough |
| **Section:**  South London Partnership | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  SWL Workforce Development Lead | **Responsible for following staff:**  0 |
| **Post Number/s:**  RWACS304 | **Last review date:** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**The South London Partnership**

The South London Partnership (SLP) is a voluntary cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames, and Sutton and including Wandsworth for health and care purposes. The SLP boroughs collaborate sub-regionally on areas where they can secure more together than individually including health and social care, economy and innovation, skills, and transport.

SLP has a small dynamic core team who work closely with politicians, chief executives, senior managers, and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. SLP is hosted by Richmond Council. The post holder will therefore be employed by the Richmond and Wandsworth Shared Staffing Arrangement (SSA).

**Job Purpose**

This role is an exciting opportunity to help deliver a system wide strategic approach to increasing the availability and take up of apprenticeship in the health and care sector in South West London.

As part of the South West London Integrated Care Strategy focus on “Making South West London a Great Place to Work” the South West London Integrated Care Board (ICB) are establishing an Apprenticeship Hub to develop and deliver a more strategic approach to increase and broaden the range of apprenticeships offered, accessed and completed across the NHS and social care. The Hub will bring together a wide range of partners from across the NHS, local authorities, social care sector, voluntary and community sector, further and higher education institutions and skills and employment sector partners to work collaboratively to promote and support the delivery of increased apprenticeship opportunities to employers, local people and the existing health and care workforce so apprenticeships make a major contribution to the sustainability of the health and care workforce in South West London. The Hub is currently funded to end March 2025.

The Social Care Apprenticeship Lead will work closely with social care providers, local authorities and training, education and employment partners to help develop, offer and deliver an increased number and wider range of apprenticeships across social care. They will actively promote social care apprenticeship opportunities to local residents and the existing health and care workforce as part of the SWL Apprenticeship Hub working in close collaboration with the South West London Social Care Hub, Employment and Skills partners, South London Careers Hub and the voluntary and community sector. This will include identifying key gaps in social care apprenticeship provision and working with employers and training providers to fill these gaps with good quality apprenticeship provision.

**Specific Duties and Responsibilities**

Develop, deliver and monitor a programme of work to increase the awareness, availability and take up of social care apprenticeships in South West London as part of the wider South West London Apprenticeship Hub. This will include:

* Engaging with social care employers to provide information on, promote the benefits of apprenticeships and support to help them to offer, recruit to and deliver apprenticeships
* Supporting social care providers in recruiting and successfully managing apprenticeships so they achieve a good rate of completion and the apprentices secure permanent jobs in social care in SWL.
* Promoting social care apprenticeships to local residents and the existing health and care workforce working closely with local authorities, employers, South London Careers Hub, Social Care Hub, training providers
* Work with colleges, higher education institutions and training providers to help ensure there is a good offering of social care apprenticeships available to SWL social care employers and learners that meet their needs
* Work with SWL local authorities to help them increase their use of social care apprenticeships across key social care disciplines e.g. social work, commissioning, occupational therapy
* Drive greater use of the apprenticeship levy by levy paying organisations to support apprenticeships in social care, including facilitating levy transfer
* Collate data, intelligence and analysis on the availability, take up and completion of social care apprenticeships in SWL and use this to identify key areas of action, monitor progress and influence others
* Undertake review and ensure evaluation of the progress and impact of the SWL Apprenticeship Hub on social care apprenticeships and use this learning to help develop plans for future sustainability of this area of work
* Ensure join up between this work and the wide range of other work in this area including SWL Social Care Hub, South London Careers Hub, the ICP Workforce Priority programme.
* Work as part of the SWL Apprenticeship Hub helping ensure it achieves its aims and objectives.
* The post-holder will be required to travel to various locations in South West London for meetings and visits.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

**Our Values**

* **THINK BIGGER**
* **EMBRACE DIFFERENCE**
* **CONNECT BETTER**
* **LEAD BY EXAMPLE**
* **PUT PEOPLE FIRST**

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

**Flexible Mix of Office and Home Based Working**

This role is based in the Civic Centre, Twickenham the offices of London Borough of Richmond upon Thames where the South London Partnership are based but we expect the successful applicant to work flexibly between SLP office locations and home with the details to be agreed with the successful applicant.

**Team structure**

South London Partnership Health and Care Strategic Lead

ASC Policy and Programme Manager

ICS Policy Lead

ASC Workforce Development Lead

Social Care Academy Hub Coordinator

Social Care Academy

Hub Comms & Engagement Lead

Social Care Placements Programme Lead

Social Care Apprenticeship Lead

Social Care Placements Project Officers x 2

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** | |
| Good understanding of workforce development, ideally in a health or social care environment | **X** |  | **A/I** | |
| Thorough knowledge of the skills and employment sector and pathways for skills development | **X** |  | **A/I** | |
| A thorough understanding of the employment and skills opportunities and challenges across health and social care |  | **X** | **A/I** | |
| Working knowledge of apprenticeships including structure, delivery, funding, challenges and opportunities desirable |  | **X** | **A/I** | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| Delivering complex change in a skills and employment / workforce development context | **X** |  | **A/I** | |
| Proven experience of planning and delivering complex projects, using a range of project management tools | **X** |  | **A/I** | |
| Strong track record of working collaboratively and effectively with multiple partners from different organisations to successfully deliver agreed outputs and outcomes | **X** |  | **A/I** | |
| Working with social care organisations to deliver workforce development initiatives desirable |  | **X** | **A/I** | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| Strong project leadership, management and delivery skills | **X** |  | **A/I** | |
| Excellent interpersonal skills with proven experience of engaging with and influencing multiple, cross sector stakeholders to drive collaboration and affect change. | **X** |  | **A/I** | |
| Excellent oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts | **X** |  | **A/I** | |
| Ability to problem solve, translate strategic priorities/issues and objectives into solution and deliverables. | **X** |  | **A/I** | |
| Proven ability to organise workload, prioritise, work under pressure, meet deadlines | **X** |  | **A/I** | |
| Focussed and applies continuous improvement in all aspects of their work | **X** |  | **A/I** | |
| Ability to put feedback, learning and evaluation at the core of the project approach to drive sustainable change. | **X** |  | **A/I** | |
| Numerate with ability to identify, collate, analyse and interpret key data and information, and manage financial information | **X** |  | **A/I** | |
| Competent user of mainstream IT software, web-based technology and social media. | **X** |  | **A/I** | |
| Demonstrates knowledge and understanding of equality of opportunity and diversity taking into account and being aware of how individual actions contribute to, and make a difference to, the equality agenda. | **X** |  | **A/I** | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| Educated to degree level or equivalent | **X** |  | **C** | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**