

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Social Care Workforce Development Lead – South West London	Grade: PO5 £41,292 – £50,034 12 months Fixed Term or Secondment
Section: South London Partnership	Directorate: Chief Executive's
Responsible to following manager: Sam Mason	Responsible for following staff: Project Coordinator (to be recruited)
Post Number/s:	Last review date: 1 August 2022
Location: Flexible mix of office and home-based working The SLP is based in Twickenham, London in the offices of London Borough of Richmond upon Thames with the successful applicant expected to work flexibly between SLP office locations and home with the details to be agreed with the successful applicant.	

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.

Job Purpose

The South London Partnership is leading a programme of work on behalf of its partner boroughs to align and support the development of the social care workforce across South West London to help address the substantial workforce pressures the sector is experiencing and put it on a more sustainable footing for the future.

The SLP Social Care Workforce Development Lead will further develop and lead delivery of this programme of work across the six SWL boroughs (Croydon, Kingston, Merton, Richmond, Sutton, Wandsworth) to support boroughs and wider partners in practically aligning local, regional and national initiatives and policies on social care workforce development across South West London to maximise the impact of these for South West London's residents, workers and employers.

This will involve identifying, developing and managing a wide range of relationships and collaborative activity with a large number of partners across the six boroughs, the social care sector, employment programmes, education, skills and training providers, SWL NHS and London ADASS. They will also lead and deliver South West London wide projects to support the growth and development of the social care workforce in South West London in line with the SWL Social Care Workforce Development Strategy and Plan currently being developed. This will include strategic leadership of the South West London Mayor's Academy Hub.

Specific Duties and Responsibilities

- Build and manage effective relationships with a wide range of partners across the social care, employment, skills and training sectors to align and maximise the impact of the wide range of funding and activity in this area - by understanding priorities and needs, making linkages and influencing.
- Lead and deliver pan SWL projects on social care workforce development as identified in the South West London Social Care Workforce Development Strategy and Plan currently being developed - e.g. on raising the profile of social care recruitment banks, social care skills 'passport'.
- Lead the implementation and delivery of the South West London Mayor's Academy for Social Care, directly managing a hub coordinator
- Establish and implement an effective referral framework and pathways between potential social care sector employers, employees and skills and employment programmes operating at both borough and sub-regional level including the Work and Health Programme, JETS, Restart.
- Lead alignment of national, regional and local social care recruitment campaigns across South West London so support one another rather than duplicate and as far as possible provide a one stop shop for those considering jobs and careers in the social care sector.
- Ensure local and London level recruitment campaigns are informed by the needs and opportunities of South West London and lead any SWL recruitment campaign activity.

- Work closely with the South London Careers Hub which is also hosted by SLP, to actively promote and support social care as a career option across schools and colleges.
- Co-develop as part of the SLP Integration Hub a clear programme of employment and skills support for the social care sector.
- Facilitate social care education and training providers and social care employers to work together so that social care education and skills provision meets the needs of employers and supports career progression.
- Maximise strategic and operational linkages with the South West London Health Academy currently being established (hosted by SWL NHS) and the SWL Social Care Academy so there is an aligned approach to NHS and social care workforce development.
- Lead a SWL programme of work to promote and help maximise the take up of social care apprenticeships across South West London.
- Establish systems and processes for monitoring and evidencing the impact and achievements of the social care workforce development programme and ensure that steering group and senior stakeholders are kept informed of progress.
- Manage the workforce programme's budget and resources including commissioning and management of any contracts
- Recruit, manage and develop two team members (Social Care Academy Coordination, Engagement Project Officer) so they make a substantial contribution to the successful delivery of the programme, have good job satisfaction and are supported in their future career development.

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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

South London Partnership

The South London Partnership (SLP) is a cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton plus Wandsworth for the purposes of health and care.

The SLP team is made up of a small dynamic core team working 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. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including health, skills and employment, economy and innovation.

The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need.

SLP is hosted by Richmond Council. The post holder will therefore be employed by the Richmond and Wandsworth Shared Staffing Arrangement [SSA]. The team is usually based at the Richmond Civic Centre in Twickenham, but all team members can and are expected to work in other SLP borough offices when that makes sense to build working relationships and make most effective use of their time.

Working from Home

In the current climate, we will support all team members to work from home however, if you need to work from the office in order to do your job, or need to work away from home, all Richmond offices and Council buildings are open and safe for you. All offices will remain open, with safety precautions in place, so if you need to come to the office for your own personal wellbeing reasons, you are welcome to do so.

Person Specification

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.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
Insight and knowledge of the social care sector including the challenges affecting the sector especially the workforce		A,I
An understanding of social care, workforce development, skills and employment policy and activity		A,I
Experience		
Excellent interpersonal skills with proven experience of engaging with and influencing multiple, cross sector stakeholders to drive collaboration and affect change.		A,I
Developing, delivering, monitoring and refining strategies and plans.		A,I
Strong evidence of initiating and managing the successful delivery of projects with impact and evaluation at their core to drive sustainable change.		
A proven track record of working with and navigating ambiguity.		A,I
A strong track record of communicating effectively with a variety of audiences, preferably in the social care and skills and employment sectors		A,I
Experience of marketing and promotions communications and strategies to engage stakeholders.		A,I
Skills		
Strong leadership skills, able to set, communicate and inspire stakeholders		A,I

to achieve a clear vision.	
Strong relationship development and management skills, able to engage and influence stakeholder at all levels across a range of sectors	A,I
Able to inspire and drive collaboration with a diverse range of stakeholders at all levels to deliver results and affect change.	A,I
Excellent oral and written communication skills with an ability to interact effectively with people at all levels in an organization including senior level executives.	A,I
Strong project management skills	A,I
Ability to problem solve, translating strategic priorities/issues and objectives into solution and deliverables.	A,I
Ability to effectively manage and deliver complex plans against priorities and outcomes	A,I
Focussed and applies continuous improvement in all aspects of their work.	A,I
Excellent people management skills – able to set clear objectives, build accountability and empower a team to deliver on strategic outcomes.	A,I
Motivational, able to encourage and influence others to drive results.	A,I
Highly organised - Proactive and can work autonomously, well developed time management skills and applies effective priority setting strategies.	A,I
Self-starter with high degree of initiative, urgency, and follow through.	A,I
Able to manage ambiguity and achieve a balance between the demands of the local vs central management structures and priorities.	A,I
Competent user of mainstream IT software, web-based technology and social media.	A,I
Qualifications	
Educated to degree level or equivalent relevant professional qualification or experience	A,C

A – Application form / CV

I – Interview

T – Test

C - Certificate