

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Training and Development Officer 0.4	<b>Grade:</b> PO4
<b>Section:</b> Children's Social Care	<b>Directorate:</b> Children's Services
<b>Responsible to following manager:</b> Training and Development Manager (Wandsworth Children's Social Care Academy)	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b>	<b>Last review date:</b> April 2025

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 role of the Training and Development Officer is to lead on planning, commissioning, coordinating and reviewing the delivery of training and development opportunities for Children's Services workforce in Wandsworth; with particular reference to the requirements of the Children's Act 1989 and 2004, Children and Families Act 2014, London Child Protection Procedures, Working Together and the

Local Safeguarding Children Board's priorities, including training that supports effective practice promoting the welfare of children as well as safeguarding children.

### **Specific Duties and Responsibilities**

1. Collate and analyse training and development needs in collaboration with all relevant stakeholders and with reference to statutory requirements and best practice; including developing workforce training and development strategies and plans in relation to the post holder's areas of responsibility. This may include project work with partners in regards to data analysis, practice research, improvements and training.
2. Arrange, promote and deliver programmes of training and other learning and development events that will meet identified training needs in line with service objectives and within the available budget.
3. Ensure effective systems are in place to quality assure training and development events and to report on outcomes; including engaging with staff and service managers to support them in transforming learning from training into practice.
4. Employ a creative and blended approach to the design and delivery of training and development events, incorporating e-learning and classroom based methods and taking into account principles of reach, accessibility and affordability. This will include some direct delivery of training where this is likely to be the most effective and efficient approach.
5. Collaborate with other members of the CSCA to ensure effective alignment of training needs analyses, training plans and delivery programmes; including taking advantage, where practicable, of synergies and efficiencies between these.
6. Ensure that knowledge and expertise within the post holder's areas of responsibility is kept up to date and refreshed to take account of new developments in law, policy or innovations in practice which may impact upon the skills and capabilities of the workforce.
7. Take responsibility for influencing and promoting a learning and development culture and for bringing new knowledge into the service that will support objectives of continuous improvement, innovation and change; including the strengthening of evidence-based practice.
8. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executive of both Councils.
9. To advise and support managers on relevant matters affecting the service.
10. To contribute as required to performance review and performance measures on an ongoing basis, helping to ensure that a customer focus is embedded within the service and innovative and creative solutions are evaluated to secure the highest quality and value for money function.
11. To contribute as required to change programmes within the service.

12. To support ways of working that ensure residents and stakeholders are actively engaged in the future delivery of training and development and are able to influence decision making.
13. To contribute as required to the commissioning, markets testing and contract management of services.
14. To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnership.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- 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.

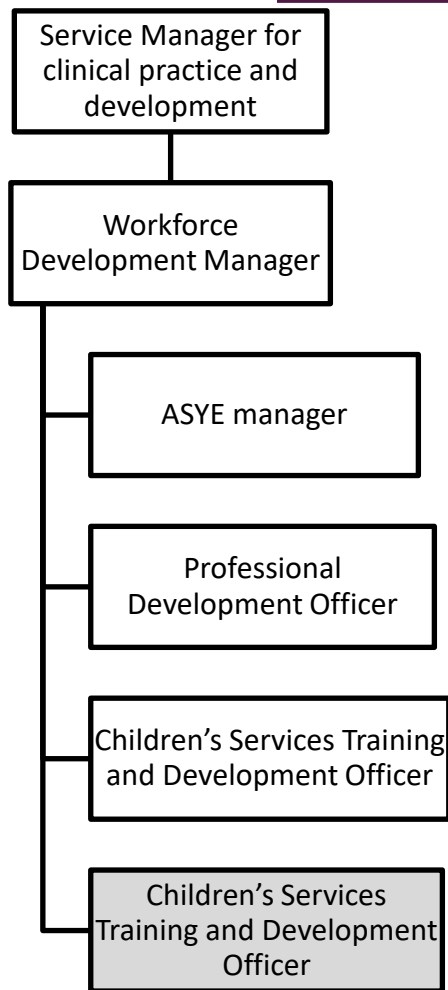
### **Additional Information**

The post holder will be expected to monitor the training budget in relation to the post holder's areas of responsibility as requested by the budget holder.

The post holder will be expected to keep abreast of and pursue opportunities to bring external funding into the service e.g. the preparation and submission of bids for grant monies.

### **Team structure**

For the current structure please go to The Loop.



*When advertising externally please add the current team structure here and remove the sentence above.*

## Person Specification

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<b>Post Number/s:</b>	<b>Last Review Date:</b> April 2025

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Comprehensive knowledge and understanding of the Children's Social Care, Health and Education sectors, including relevant statutory duties and responsibilities; national and local policy; and associated workforce training and development requirements.	E		A/I
Good knowledge of different training methods, techniques and delivery models; including evaluating outcomes from training and supporting the effective transfer of learning into the practice environment.		D	A/I

Evidence of commitment to continuous professional development for self and others.		D	A
Demonstrable understanding of the how the principles and provisions of the Equalities Act relate to this post.	E		A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Experience of successfully planning, commissioning and/or in delivering training relevant to a wide audience including foster carers.		D	A/I
Demonstrable experience of working with children, young people and their parents/carers and a track record of helping them to achieve positive outcomes.		D	A/I
Some experience of appropriately managing budgets and/or allocating resources; including managing physical resources such as items of equipment/materials or small sums of cash.		D	A/I
Significant experience of using standard IT packages and the ability to support others in their day-to-day use.		D	A
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to initiate and complete a training and development cycle i.e. to collate and analyse needs; design and specify course/programme content; provide quality assured training and development services via commissioned suppliers or direct delivery as appropriate		D	A/I
Ability to build and maintain effective and collaborative relationships with individuals and groups across different levels of the organisation; with trainers and other suppliers of goods and services; and with other relevant stakeholders.		D	A/I
Ability to forecast and monitor expenditure in areas of the post holder's responsibility.		D	A/I
Ability to successfully manage change and introduce change or innovation to work processes and practices.		D	A/I
Good oral and written skills to provide clear and concise messages, with the ability to adapt them to enable access and understanding by a wide range of people.		D	A

Ability to work with a high degree of autonomy and initiative, organise and prioritise own workload, and to work under pressure and meet deadlines.		<b>D</b>	A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Relevant degree level qualification or equivalent by experience.		<b>D</b>	<b>C</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**