



Job Profile

Provisional Job Title: Professional Development Officer (Children’s Social Care)	Grade: P04
Division: Children’s Social Care Academy	Directorate: Children’s Services
Responsible to: Training and Development Manager (Children’s Social Care and Safeguarding)	Responsible for: -
Post Number/s:	Date

Working for the Richmond / Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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 innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

The role of the Professional Development Officer (Children’s Social Care) is threefold:

- to lead on the provision of training and development opportunities for children’s social care staff in Wandsworth working with children, young people and their families and carers; with particular reference to the requirements of the Children’s



Act 1989 and 2004, Children and Families Act 2014, London Child Protection Procedures and Working Together;

- to develop and implement the Assessed and Supported Year in Employment (ASYE) Scheme for newly qualified social workers; and including delivery of training and liaison with the Department for Education and Skills for Care; and
- to liaise with Higher Education Institutions and contribute an employer’s view to their processes.

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.
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 Training and Development Service 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 Borough’s of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To promote equality, diversity and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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.



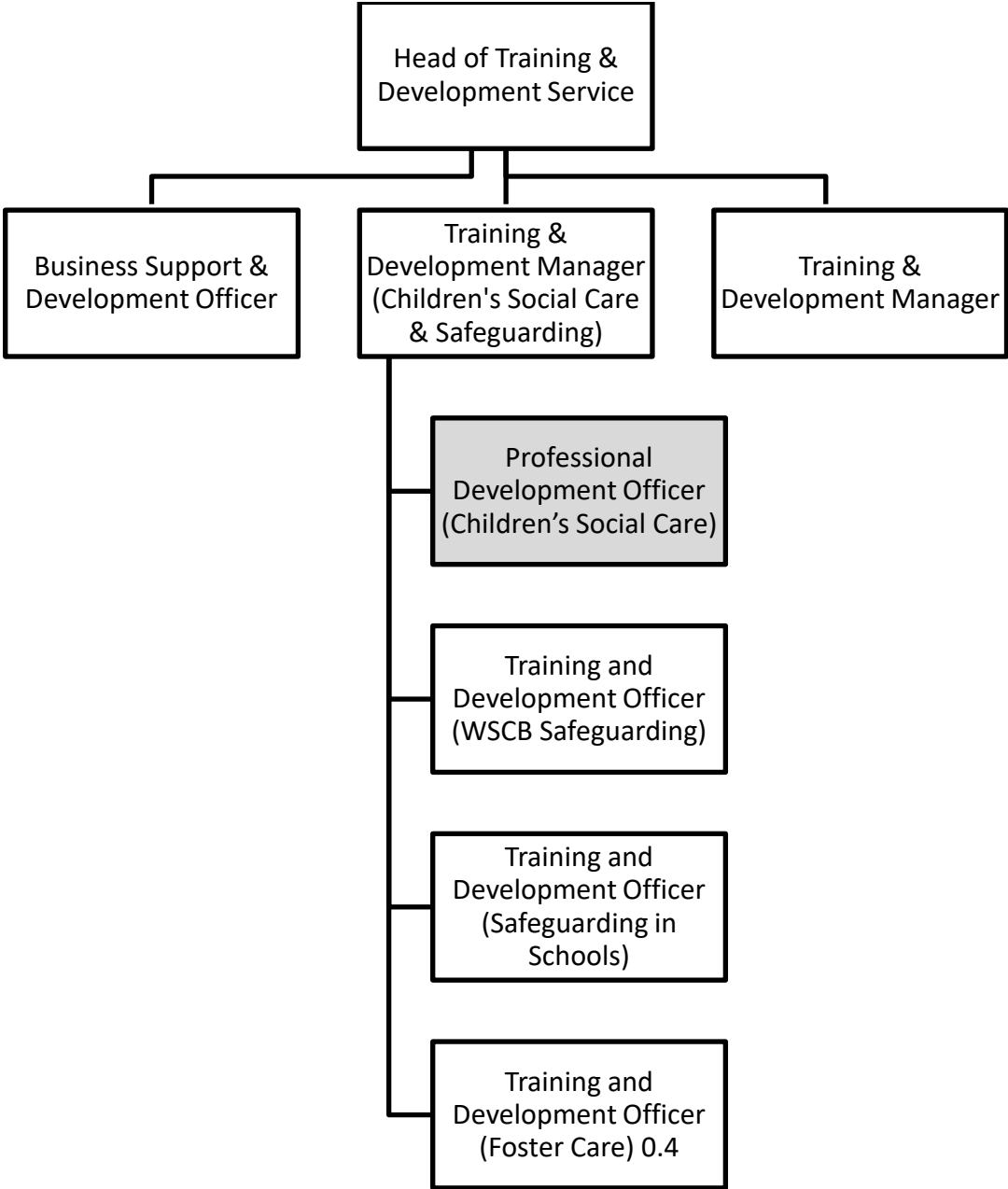
- To understand the both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

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.

Current team structure





Provisional Job Title: Professional Development Officer (Children’s Social Care)	Grade: P04
Division: Training and Development Business Resources	Directorate: Education and Social Services
Responsible to: Training and Development Manager (Children’s Social Care and Safeguarding)	Responsible for: -
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Our Values and Behaviours¹

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 –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focusing on residents and service users, and ensuring they receive the highest standards of service provision.
- taking a team approach that values collaboration and partnership working.

Requirements	Assessed by A & I/ T/ C
Knowledge	
1. 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.	A/I
2. 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.	A/I
3. Evidence of commitment to continuous professional development for self and others.	A

¹ These values and behaviours will be developed further as the SSA becomes established.



4. Demonstrable understanding of the how the principles and provisions of the Equalities Act relate to this post.	A
Experience	
5. Experience of successfully planning, commissioning and/or in delivering training relevant to a wide audience including practitioners and parents/carers.	A/I
6. Demonstrable experience of working with children, young people and their parents/carers and a track record of helping them to achieve positive outcomes.	A/I
7. 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.	A/I
8. Significant experience of using standard IT packages and the ability to support others in their day-to-day use.	A
Skills	
9. 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.	A/I
10. 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.	A/I
11. Ability to forecast and monitor expenditure in areas of the post holder's responsibility.	A/I
12. Ability to successfully manage change and introduce change or innovation to work processes and practices.	A/I
13. 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.	A
14. Ability to work with a high degree of autonomy and initiative, organise and prioritise own workload, and to work under pressure and meet deadlines.	A/I
Qualifications	
15. The post holder must be a qualified social worker registered with the Health and Care Professions Council (HCPC).	C



number one for
service and value

