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

**Job Description**

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| **Job Title:**  South West London Social Care Academy Coordinator | **Grade**:  PO2  Fixed until 31st March 2025/Secondment |
| **Section:**  South London Partnership | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  SWL Social Care Workforce Development Lead | **Responsible for following staff:**  Social Care Workforce Communications and Engagement Lead |
| **Post Number/s:** | **Last review date:**  January 2023 |

**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. It has 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 and social care, economy, skills and transport.

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].

**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.

As part of the Mayor’s Academies Programme the South London Partnership have been awarded funding to deliver a South West London Social Care Academy Hub which will support Londoner’s, especially those from underrepresented groups into training and good jobs in the social care sector helping to improve recruitment and retention in the sector.

The SLP Social Care Academy Coordinator will lead the development and delivery of the SWL Social Care Workforce Academy Hub across South West London (covering the boroughs of Croydon, Kingston, Merton, Richmond, Sutton, Wandsworth) ensuring the Academy delivers real impact for residents, employers, and the workforce.

This will involve leading a wide range of partners from across the six boroughs, the social care sector, employment programmes, education, skills, and training providers, SWL NHS and London ADASS to work together to promote and ensure access to good jobs, training and career opportunities in the social care sector.

The post holder will lead on the overall delivery of the Academy ensuring effective project management, monitoring, review, and evaluation overall and for individual projects. They will proactively identify and develop opportunities to promote and develop the social care workforce in SWL through collaborative action, keeping partners updated and identifying and acting upon areas for adaption and improvement. They will work closely with the SWL Workforce Development Lead and with the Social Care Workforce Communications and Engagement Lead who they will manage.

**Specific Duties and Responsibilities**

Manage the Academy:

1. Manage the Academy Hub including project planning and delivery, financial returns, performance, and project risk monitoring to ensure it delivers its aims and objectives and meet the GLA’s requirements. This will involve close working with many partners, applying project management techniques and software including setting key performance indicators
2. Measure and report on the Academy Hub’s progress by gathering and analysing data and providing monthly financial and output monitoring reports to the GLA to fulfil the requirements of the GLA funding agreement and provide regular progress reports to the Social Care Workforce Development Lead, the Steering Group, and wider partners
3. Lead effective engagement with the wide range of partners and stakeholders involved in the Academy Hub, ensuring effective project governance, management of steering and task and finish groups through the development of strong collaborative working relationships with all project stakeholders
4. Ensure appropriate review and evaluation of the Academy Hub overall and its constituent projects and lead constructive challenge and steering of direction to colleagues when the projects need to be refocused
5. Ensure the focus of the Academy Hub on under-represented groups to improve the participation and progression of these groups in the social care workforce. Supporting and encouraging employers to provide opportunities for underrepresented groups through their use of the GLA’s Win Toolkit and various activities and initiatives
6. Establish and manage linkages with South London Partnership’s Integration Hub, Careers’ Hub, to identify and deliver shared opportunities for promoting careers opportunities in the social care sector and access to generic skills offers for social care employers.
7. Work closely and constructively with the SWL Health Academy to develop and deliver joint opportunities that will ensure an integrated approach to the development of the social care and health workforce in SWL
8. Identify, analyse and mitigate risks which could impact the successful delivery of the Academy Hub
9. Raise the profile of social care jobs and careers to attract new groups into social care jobs and retain those already working in the sector – by leading and managing the work of the Communications and Engagement Lead and working closely with partners
10. Facilitate the development and embedding of recruitment and employability pathways between social care employers, local authority job brokerage teams, Job Centre Plus, Training and Education Providers and other partners so people are encouraged and supported in taking up jobs and training in social care especially those from underrepresented groups
11. Develop and deliver a programme of work to establish, promote and support access to training and skills pathways that will help people take up jobs and develop their social care careers by working closely with training and education partners
12. Work with training providers and employers to establish, promote and support clear pathways for apprenticeships including support with pre apprenticeship entry level courses
13. Work with Hub partners to deliver a programme of work that supports the social care workforce to develop and progress their careers including development and delivery of a ‘First Year in Social Care’ Programme
14. Effective line management of the Social Care Workforce Communications and Engagement Lead so that they make a significant contribution to the successful delivery of the Academy, have good job satisfaction and are supported in their career development
15. Lead and ensure effective administrative support, including organising meetings, drafting and distribution of agendas and papers, minute taking and follow-up actions as agreed

**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**

**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 post holder to work flexibly. the with the successful applicant expected to work flexibly between SLP office locations and home with the details to be agreed with the successful applicant.

**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** | |
| An understanding the employment support, skills and training area ideally with knowledge of how this relates to social care | **X** |  | **A/I** | |
| Knowledge of applying project management methodologies | **X** |  | **A/I** | |
| An understanding of current workforce challenges in Social Care |  | **X** | **A/I** | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| Experience of building and managing collaborative relationships with a range of key stakeholders such as employers, training and education providers, NHS partners to deliver successful outcomes | **X** |  | **A/I** | |
| Experience of applying programme and project management methodology including, risk management, reporting and evaluation | **X** |  | **A/I** | |
| Strong experience of leading successful delivery of projects in complex and challenging environments | **X** |  | **A/I** | |
| Experience of communicating complex information effectively to different audiences verbally and in writing | **X** |  | **A/I** | |
| Experience of working with employers to identify and respond to skills challenges and to identify their recruitment needs, negotiate training & employment opportunities and develop programmes to encourage employment sustainability. | **X** |  | **A/I** | |
| Experience of working with education and training providers, to identify training opportunities and develop training courses |  | **X** | **A/I** | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| Strong network and relationship building skills and working effectively with a wide range of partners and stakeholders from different organisations, including elected members and senior officers | **X** |  | **A/I** | |
| Effective project management skills which ensure you can manage multiple projects with multiple deadlines | **X** |  | **A/I** | |
| Excellent written and verbal communication skills, in a wide variety of contexts and at different levels | **X** |  | **A/I** | |
| Exceptional interpersonal and relationship management skills, a skilled influencer and negotiator, able to achieve outcomes through positive partnership working | **X** |  | **A/I** | |
| Creative thinking and problem solving including the ability to improve services, develop new ways of working, and find appropriate solutions to complex issues | **X** |  | **A/I** | |
| Strong capability to proactively plan work in a structured but flexible way to deliver high quality work, managing priorities and risks | **X** |  | **A/I** | |
| Ability to monitor budgets and business plan processes |  | **X** | **A/I** | |
| Excellent IT skills including office software such as Microsoft Word, Outlook, PowerPoint, Excel and Teams | **X** |  | **A/I** | |
| Ability to demonstrate an understanding of the sensitive nature of working on projects regarding the social care sector | **X** |  | **A/I** | |
| Skilled in promoting equality of opportunity and good working relations (providing practical leadership) | **X** |  | **A/I** | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| Educated to degree level or equivalent |  |  | **A/C** | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**