

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Work Placements Project Officer x2	Grade: PO1 Fixed Until 31st March 2025/Secondment from SLP Borough
Section: South London Partnership	Directorate: Chief Executive
Responsible to following manager: SWL Social Care Placements Programme Lead	Responsible for following staff: n/a
Post Number/s: RWACS302 RWACS303	Last review date: March 2024

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

To support delivery of the Social Care Paid Placements Programme funded by the Integrated Care Partnership (ICP) by providing comprehensive support to the SWL Social Care Placements Programme Lead by taking forward project work on the implementation of plans across working with social care employers, skills and employment and other partners across South West London (SWL). The role will require excellent communication and organisational skills and will involve liaising with a wide range of internal and external including local authorities, social care employers, colleges and training organisations, DWP and voluntary and community sector partners.

Specific Duties and Responsibilities

1. To co-ordinate and provide project support to help deliver the SWL social care placements project.
2. To liaise with a wide range of external partners to secure and manage a programme of short paid placements opportunities in social care
3. To work with the Programme Lead and local authority employment brokerage teams to identify suitable candidates, provide impartial advice and guidance, and connect them to the placement most suitable to their needs.
4. Assist the Programme Lead in establishing and maintaining project reporting in relation to supported work placements including other SLP workforce activity
5. Ensure that robust project reports and data sets are produced, and an analysis is completed in each discrete area as they arise.
6. To assist in the production and lead on the maintenance of project scope documents, project plans, risk registers, issues logs, lessons learnt reports and other project related documents.
7. To lead small projects to deliver key elements of the project
8. To participate in relevant internal and external working groups/projects, services and initiatives to provide information, advice and support.
9. To assist with the creation of advice, training, reference materials, and other guidance relating to the project.

10. To facilitate the delivery of all key meetings within the supported work placements projects, primarily Steering Group (SG) meetings, including, scheduling and management of attendance, preparing agendas and papers, creating meeting packs for senior colleagues when required, writing minutes, tracking meeting actions, setting up IT requests etc
11. To act as a main point of contact for the project team and ensure excellent lines of communication between employers, candidates, training/education providers, employment teams, ICP and Local Authorities
12. To provide project support to other workforce project activities as required.
13. To provide support to enable project delivery e.g. procurement, organising and maintaining training registers, taking delivery of items etc

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.

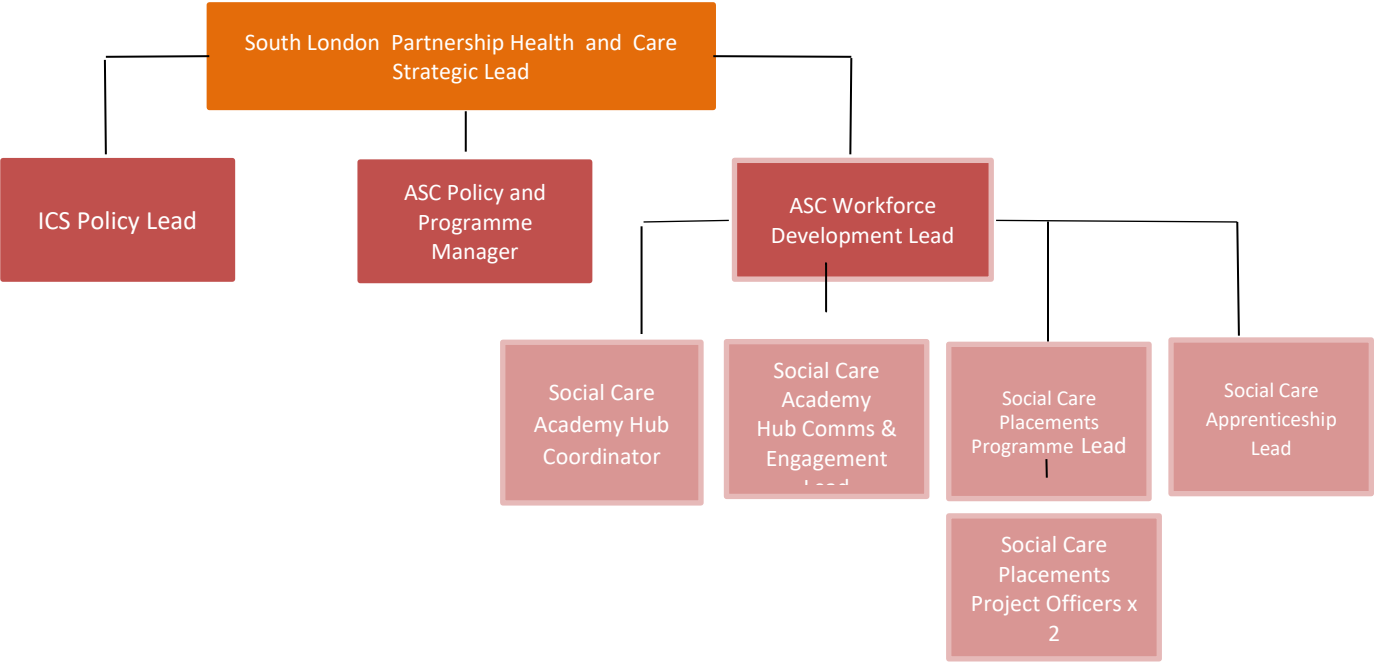
Additional Information

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



Person Specification

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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](#) 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
A good understanding of the employment and skills opportunities and challenges across the South London Partnership areas	X		A/I
A good understanding of the social care education system	X		A/I

Experience	Essential	Desirable	Assessed
Experience of working in a project management environment, using a range of project management documentation	X		A/I
Experience of working with councils on employment and skills activity	X		A/I
Skills	Essential	Desirable	Assessed
Ability to collect, collate, summarise and analyse information and draft high quality reports for management	X		A/I
Effective working with a wide range of internal and external partners to deliver results	X		A/I
Self-starter and proactive, with ability to work on own initiative	X		A/I
Ability to develop, maintain and review a range of different project management reporting, including using information technology systems	X		A/I
Proven ability to organise workload, prioritise, work under pressure, meet deadlines and follow tasks to successful conclusion	X		A/I
Good oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts	X		A/I
Competence in the use of Microsoft Word, Excel. Basic knowledge of and ability to use standard IT packages (Microsoft Office and Outlook)	X		A/I
Qualifications	Essential	Desirable	Assessed
Project Management accredited qualifications	X		C

A – Application form / CV

I – Interview

T – Test

C - Certificate